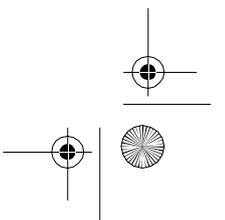
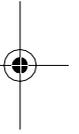
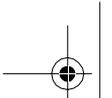
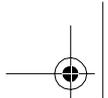


Eurovocs Suite

User Manual







Licence agreement

Please read the following licence agreement carefully before you install Eurovocs Suite. If you object to this licence agreement, please return the complete Eurovocs Suite package to Technologie & Integratie.

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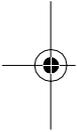
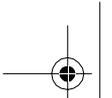
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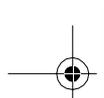
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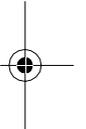
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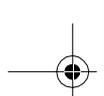
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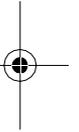
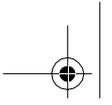
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Introduction

What is Eurovocs Suite?

Eurovocs Suite is a software program that consists of three modules: Eurovocs DocReader, Skippy and KeyVit. All three modules can help the user to speed up reading, typing and editing text enormously.

- Eurovocs DocReader is a text processing program. The major difference with other text processing programs is that Eurovocs DocReader can read out any text file (from text you have typed to text loaded into the program from the internet, for instance). Eurovocs DocReader can also read while you are typing a text! It is even possible to save documents as audio files.
- Skippy is a word prediction program. Word prediction can be used to save up to fifty percent of the normal keystrokes. When you start typing a word, Skippy presents a list of words that begin with the characters already typed. To insert the right word into the text, just select it with one single keystroke. Skippy automatically adds a space at the end of the word. The program contains several options to make typing easier and to personalise prediction.
- KeyVit is an on-screen keyboard that makes typing without using the hardware keyboard possible. KeyVit keyboards can be personalized, the functions and the layout of all the KeyVit keys can be altered. KeyVit can be controlled by a mouse, trackball, touchscreen, joystick or multiple switch, dwelling and scanning with 1 or 2 keys. These options will probably speed up typing a lot, especially if KeyVit is combined with Skippy.

Who should read this User Manual?

This User Manual is intended for anyone who wants to know more about the options of the Eurovocs Suite modules. To know how you can speed up your typing or text processing abilities, or how you can have a text file read out by Eurovocs DocReader or how you can make your own software keyboard, etc., consult this User Manual.

Installing Eurovocs Suite

To install Eurovocs Suite, insert the Eurovocs Suite cd-rom into the cd-rom drive. If the installation does not start automatically, click **Start > Run** and start the program Setup from the cd-rom. The Eurovocs Suite installation wizard guides you through the installation procedure. Follow the on-screen instructions to install the program correctly.

Starting Eurovocs Suite

You can start up the three modules of Eurovocs Suite simultaneously by running the batch file that can be found at **Start > Programs > Eurovocs Suite > Eurovocs Suite**. This batch file can be copied to **Start > Programs > Startup** to run Eurovocs Suite as you start up your computer. The batch file can be found under **Program files > Eurovocs Suite**. It can be edited with a wordprocessor like Notepad to adjust the path or to avoid a module from starting up (by deleting e.g. the line 'start KeyVit.exe').



System requirements

In order to be able to use Eurovocs Suite efficiently, make sure that your system meets the minimum system requirements.

Minimum system requirements for Skippy and KeyVit

The minimum system requirements for Skippy and KeyVit are the following:

- Pentium PC
- 8 MB RAM
- MS Windows 95/98 (only Skippy works in Windows 95, KeyVit does not) or Windows NT, or later
- sound card (preferably 16 bit), compatible with Multimedia system (MMSYSTEM).

Minimum system requirements for Eurovocs DocReader

The minimum system requirements for Eurovocs DocReader are the following:

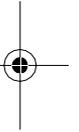
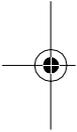
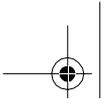
- Pentium PC (300 MHz) or faster
- 32 MB RAM
- MS Windows 95/98 or Windows NT, or later
- sound card (preferably 16 bit), compatible with Multimedia system (MMSYSTEM).

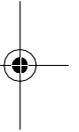
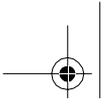
Security

Eurovocs Suite is protected by software protection.

After installation, the program runs for 60 days, leaving you enough time to unlock the software. Contact your local dealer to unlock the program.







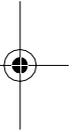
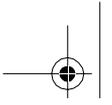


Part One



Eurovocs DocReader





Chapter 1:

First steps in Eurovocs DocReader

This chapter introduces the basic functions of Eurovocs DocReader. The procedures that follow explain how to:

- Create a new document
- Have Eurovocs DocReader read out a document
- Save text as an audio file.

start reading it immediately. You can do this by giving as an argument the name of that file followed by '-s' (e.g. docread "demo.txt"-s).

Creating a new document

To create a new document in Eurovocs DocReader, start the program, type the content in the blank document that appears, and save the document for further use.

Starting Eurovocs DocReader

To start Eurovocs DocReader:

- 1 Click the **Start** button at the bottom left corner of the screen.
- 2 Move the pointer to **Programs**.

The list of available programs appears.

- 3 Click **Eurovocs Suite > DocReader**.

The start-up screen appears, and Eurovocs DocReader starts.



Double-clicking the Eurovocs DocReader icon on the desktop starts Eurovocs DocReader directly.



From the command line, there is a possibility to start up Eurovocs DocReader with 2 more options. On the one hand, it is possible to give as an argument the name of a text file. Eurovocs DocReader will then open that file. On the other hand, it is possible to open a file and to

How to enter and edit text

As Eurovocs DocReader starts, a new blank document is created automatically. When text is entered in a new document, the text editing tools can help. These editing tools are very similar to those found in other word processing programs.

To enter and edit text

- 1 Start Eurovocs DocReader.

The Eurovocs DocReader main window appears. It displays an empty document.



*When you have opened a document, but want to create a new one, simply click **New** in the **File** menu or click this toolbar item:*



- 2 Type some text in the empty document.

3 Apply the desired formatting to the text, using the tools listed in the table below:

| Formatbar Item | Function |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  | Select a font from the list to change the font of a selection. |
|  | Select a font size from the list to change the font size of a selection. |
|  | Make the selected text bold. |
|  | Make the selected text italic. |
|  | Underline the selected text. |
|  | Select a color from the list to change the font color of a selection. |
|  | Turn the selected paragraph into a list with bullets (•). |
|  | Increase or decrease the indentation of the selected paragraph. |
|  | Align the selected paragraph with the left edge of the page. |
|  | Align the selected paragraph with the center of the page. |
|  | Align the selected paragraph with the right edge of the page. |

The tools from the **Edit** menu make it possible to edit the text in almost the same way as with any other word processor. The tools from the **Edit** menu listed below allow you to:

- **Undo:** Undo the last modification that has been made in the text.
- **Cut:** Cut the current selection from the text and paste it onto the clipboard.
- **Copy:** Copy the current selection and paste it onto the clipboard.
- **Paste:** Insert the content of the clipboard at the position of the cursor in the text.
- **Delete:** Delete the current selection.
- **Select All:** Select the complete document
- **Find:** Search for a given piece of text.
- **Replace:** Replace a given piece of text by another text.
- **Insert from file:** Insert an existing document at the position of the cursor in the text.
- **Save selection as:** Save the current selection in a file.

How to save documents

4 The Edit menu:

| Edit | |
|----------------------|--------|
| Undo | Ctrl+Z |
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Delete | Del |
| Select All | Ctrl+A |
| Find... | Ctrl+F |
| Replace... | Ctrl+H |
| Insert From File... | |
| Save Selection As... | |

To be able to use or refer to documents in the future, they should be saved. When a mistake is made (e.g. when a portion of a text is accidentally deleted), it is always possible to return to the previously saved version of a document by clicking the **Revert** item in the **File** menu.

To correct a mistake in the text, also the **Undo** command on the **Edit** menu (or the Ctrl+z shortcut) can be used. However, this only allows you to go back

one single step. If a mistake is not spotted immediately, and editing is continued, then the last saved version of the file may need restoring because the **Undo** command will not correct the mistake.

The first time a file is saved, a name needs to be assigned to it. However, the **Save As** command in the **File** menu creates the option to save a single file under different names.

To save a document

- 1 Create a new document or open and edit a previously saved document.
- 2 Click **File > Save As**.

The **Save As** dialog box appears.



- 3 Specify the location in which the document should be saved.
- 4 Enter a name for the document in the **File name** text box.
- 5 Select one of the file types from the **Save as type** list:
 - To preserve the formatting in the text (i.e. the fonts and colors of the text), select the **Rich Text Format** (RTF) option. Documents in this format have the *.rtf file extension. These documents can be opened in Microsoft Word with the original formatting.
 - If the document's formatting is not important, select the **Text document** option. Plain text files have the *.txt file extension.

- 6 Click **Save**.

The document is saved with the name specified.



To save a document that has already been given a name, clicking **Save** in **File** menu will do to save the new version of the document under the same name. However, to give the document a new name or save it in at another location, choose the **Save As** item in the **File** menu and assign a new name to the document in the **File name** text box or specify the new location.

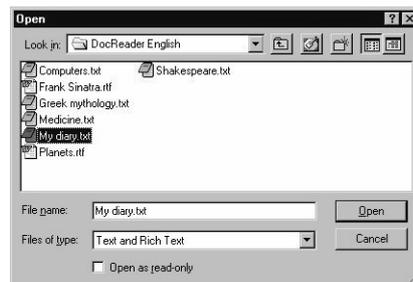
Opening and closing a document

To edit, print, or simply read a file you have created before, it has to be opened first.

To open an existing document

- 1 Start Eurovocs DocReader.
- 2 Click **File > Open**.

The **Open** dialog box appears.



In the **Open** dialog box, **Open as read-only** is an option. If this box is checked and a document is opened, it is impossible to make changes to the document. Editing an existing file is possible only if this box is not checked.

- Specify the location the file is in and indicate the type of the file.

The names of all the documents that have been saved in that location appear.

- Click the name of the document and then click **Open**.

The chosen document then opens.

Note that, in Eurovocs DocReader, several documents cannot be opened at the same time.



*The item **Attributes** in the **File** menu provides you with the size of the document and the day it was saved on.*

*To open a document that has recently been opened, go to the **File** menu. That menu contains a list of names of the 4 most recently opened files. Click one of those names or press the corresponding function key F2, F3, F4 or F5 to open a file.*

To close a document

To close a currently opened document, simply click the **Exit** item in the **File** menu.



When changes have been made to a document, Eurovocs DocReader automatically asks whether these changes should be saved.

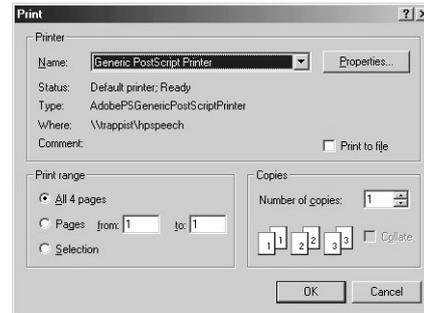
Printing (part of) a document

Eurovocs DocReader makes it possible to print a complete document as well as any part of a document. Before printing, you can see a print preview by clicking the **Print Preview** item in the **File** menu. Choose the desired print setup under the item **Print Setup**.

To print (part of) a document

- Click **File > Print**.

The **Print** dialog box appears.



- In this dialog box, indicate the printer and whether the entire document or only part of it should be printed. The print options are the following:

- Choose **All . . . pages** to print every page in the document.
- Check **Pages from . . . to . . .** and indicate the pages you want to print. (To print only one page, fill in “from page 3 to page 3,” for instance.)
- Choose **Selection** to print only that part of the text that has been selected for printing. Note that, in order to be able to check this box, a selection should first of all be made.

- Click **OK**.

The View Menu

With the options in the **View** Menu, several toolbars can be switched on or off. Checking the following items has these results:

- Toolbar:** Checking this item makes the standard toolbar appear. Unchecking it makes the toolbar disappear.

- **Formatbar:** Checking this item makes the toolbar with the Format items appear.
- **Big Buttons:** Checking this item makes the Big Buttons toolbar at the bottom of the screen appear.
- **DocTool:** Checking this item makes DocTool appear.
- **Minimize to system tray:** Checking this item makes sure that, when Eurovocs DocReader is minimized (e.g. on startup), it is minimized to the system tray in the bottom right corner of the screen.

Here is an overview of the standard toolbar items and their functions:



Working with DocTool, you can select a piece of text in a word processor and perform the following actions:

| DocTool | Function |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <i>Read the selected piece of text. This icon changes into a stop icon while Eurovocs DocReader is reading. With that icon, you can stop the reading at any time.</i> |
|  | <i>Pause the reading. This tool can only be used while Eurovocs DocReader is reading. Use this tool again to continue the reading.</i> |
|  | <i>This tool brings up the Select Voice dialog box. (See chapter on Speech)</i> |
|  | <i>This tool closes DocTool and Eurovocs DocReader with it.</i> |

 **Note that, to be able to use DocTool, the option *Speak when contents of clipboard change* under *Speech > Options* has to be checked.**

- **Show Margins:** Checking this item makes it possible to have Eurovocs DocReader display margins in the document or not.
- **Minimize on startup:** Checking this item makes sure that Eurovocs DocReader is minimized on startup.

| Toolbar item | Function |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | <i>New document.</i> |
|  | <i>Open existing document.</i> |
|  | <i>Save document.</i> |
|  | <i>Print document.</i> |
|  | <i>Print preview.</i> |
|  | <i>Cut.</i> |
|  | <i>Copy.</i> |
|  | <i>Paste.</i> |
|  | <i>Clear.</i> |
|  | <i>Undo.</i> |
|  | <i>Find.</i> |
|  | <i>Read whole text.</i> |
|  | <i>Read rest of text.</i> |
|  | <i>Read previous sentence.</i> |

| Toolbar item | Function |
|-----------------------------------------------------------------------------------|-------------------------------|
|  | <i>Read current sentence.</i> |
|  | <i>Read next sentence.</i> |
|  | <i>Stop speech.</i> |

The big buttons bar usually consists of the same 6 last items of the standard toolbar. This can however be adjusted under the **Adjust** item in the **View** menu. There, check the buttons that should appear on the big buttons bar. See Appendix 1 of this user manual for an overview of all available big buttons.

The items of the formatbar are discussed on page 11 of this user manual.

Formatting a text

With the following items of the **Format** Menu, text formatting can be altered:

- **Font:** Clicking this item makes the **Font** dialog box appear. In this dialog box, change the font of (part of) the text in the document.
- **Bullet:** Clicking this item makes a bullet appear in front of the paragraph the cursor is currently in. This can be useful when you want to make lists or enumerations.
- **Align Left:** Clicking this item aligns the selected text with the left margin.
- **Center:** Clicking this item will center the selected text.
- **Align Right:** Clicking this item aligns the selected text with the right margin.

- **Increase Indent:** This item increases the indentation of the selected text or the first line of the paragraph the cursor is currently in.
- **Decrease Indent:** This item decreases the indentation of the selected text or the first line of the paragraph the cursor is currently in.
- **Protected:** When a piece of text is selected and then this item is clicked, this piece of text can still be read but no longer edited.
- **Default font:** With this item, you can set a default font. This is the default font DocReader uses on startup. If you start typing text after startup, this text will be formatted in the default font.



*To preserve the formatting of a text, save it as an RTF file. To do so, select the **Rich Text Format** option in the **Save as type list**. The file then gets the *.rtf file extension.*

The items of the formatbar are discussed on page 2 of this user manual.



Chapter 2:

Speech

This chapter introduces the main functions of Eurovocs DocReader's speech.

Auditory browsing

To open a file, it can be very handy to use the option **Auditory browsing** in the **File** menu. As soon as this option is clicked, an explorer window called **Search file** is opened. When you click a file name, Eurovocs DocReader reads the name of that file. When **Attributes** is clicked, you also get the size of the file and the date on which it was made. To open a file from this window, just click **OK**.

Reading a document with Eurovocs DocReader

When a document is opened, Eurovocs DocReader can read it out in different ways and at different moments. The reading voice can be selected under the **Select Voice** item in the **Speech** menu.

It is important to know that, when Eurovocs DocReader is reading out text, it is possible to stop the reading at any time. To do this, just click **Speech > Stop Speech** or click the following item on the toolbar:

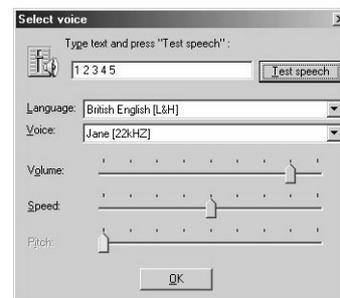


The speech can also be paused by clicking **Speech > Pause Speech**. Eurovocs DocReader resumes the speech when **Speech > Resume Speech** is clicked.

To select a voice

- 1 Click **Speech > Select Voice**.

The **Select Voice** dialog box appears.



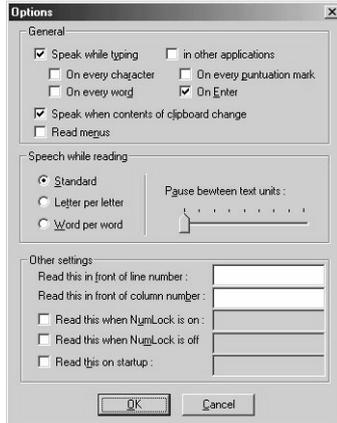
- 2 Select the language in which the document is written.
- 3 Select the voice.
- 4 Click **OK**.

 *In the same **Select Voice** dialog box, adjust the volume and speed of the voice by means of the sliders. There is also the possibility to test the voice by clicking **Test Speech**.*

Speech while you are writing

- 1 Click **Speech > Options**.

The **Speech Options** dialog box appears.



- 2 Under the **General** heading, select whether Eurovocs DocReader should speak while you are typing and whether it should read out text in other applications (like Microsoft Word, for instance) too. Eurovocs DocReader can read out text

- **On every character**
- **On every word**
- **On every punctuation mark**
- **On Enter**

Any combination of these options is also possible.

In this menu, it can also be useful to check (one of) the following options:

- **Speak when contents of clipboard change** (e.g. when a piece of text is copied or cut from a text, this piece will be read out)
- **Read menus** (i.e. whenever the menus of DocReader are browsed)

Speech at other times

Eurovocs DocReader can also read out any piece of text at any moment. Use the items on the toolbar or those on the big buttons bar to initiate these options. Clicking one of the following tools has these Eurovocs DocReader actions as a result:

| Toolbar item or Big button | Function |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | <i>Read whole text.</i> |
|  | <i>Read rest of text.</i> |
|  | <i>Read previous sentence.</i> |
|  | <i>Read current sentence.</i> |
|  | <i>Read next sentence.</i> |
|  | <i>Stop speech.</i> |

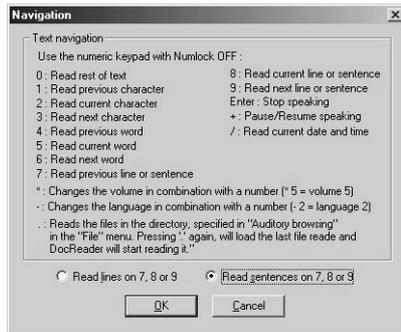
 Eurovocs DocReader can highlight the words it reads out. Simply click **Speech > Highlight** to activate this option. The program will then highlight the text word per word, as it goes on to read the text. In this example, the word 'Shakespeare' is highlighted as it is read by Eurovocs DocReader:

William **Shakespeare** was indeed lucky to survive to adulthood

Navigating the document audibly

Once a file has been opened, there are a lot of possibilities to listen to the file. The numeric keypad (with **NumLock** off!!!) can serve to navigate between words, sentences and characters, to stop or pause the speech, to change the volume of the voice, etc. The following is an

overview of the several functions linked to the keys of the numeric keypad. The same overview appears when **Speech > Navigation** is clicked.



In the same window with the overview, it is an option to have Eurovoc DocReader read out lines (i.e. a unit beginning at the left and ending at the right margin of the page) or sentences (i.e. a unit between 2 punctuation marks) when you press the keys 7, 8 and 9 of the numeric keypad.

When you want Eurovoc DocReader to read a paragraph, you can indicate whether paragraphs are divided by one or more enters or by an empty line (more than one enter).

Speech while Eurovoc DocReader is reading

1 Click **Speech > Options**.

The **Speech Options** dialog box appears.

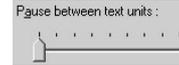
2 Under the **Speech while reading** heading, select how Eurovoc DocReader should read out a document. Eurovoc DocReader can read out text:

- Sentence per sentence (**Standard**)
- **Letter per letter**
- **Word per word**



Under the same heading, it is possible to increase or decrease the pauses in between the text units (i.e.

in between the sentences, letters or words respectively):

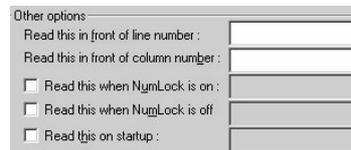


Other speech options

1 Click **Speech > Options**.

The **Speech Options** dialog box appears.

2 Under the **Other Options** heading, indicate what the voice should say when it gives the position of the cursor.



Also under the **Other Options** heading, indicate what the voice should say anytime NumLock is switched on or off. Also indicate to Eurovoc DocReader what the voice's message should be at the program's start-up.

Date, Time and Position

Eurovoc DocReader can read out the date, time and position of the cursor at any time:

- click **Speech > Speak Date** (or Ctrl+d)
- or click **Speech > Speak Time** (or Ctrl+t)
- or click **Speech > Speak Position** (or Ctrl+p)



When the last procedure is carried out, Eurovocs DocReader speaks the number of the line and the number of the column the cursor is in. When nothing is filled in under the **Other Options** heading in the **Speech Options** dialog box, Eurovocs DocReader says e.g. 20, 9. If, for instance, 'line' and 'column' are filled in under the **Other Options** heading, Eurovocs DocReader pronounces the following: line 20, column 9.

When Eurovocs DocReader highlights the words it reads out (after you have clicked **Speech > Highlight**), the cursor follows the position in the text.

Inserting control sequences

Control sequences can be inserted into a document at any place. When a control sequence is inserted into a text, speech alters as soon as the voice reaches that point. There are five types of control sequences that can be useful in a document. To insert one of those, carry out the following procedure:

- 1 Click **Speech > Insert control sequence**.
- 2 Select one of these types of control sequence:
 - **Pause:** A pause is inserted into the text at the current position of the cursor. Indicate the length of this pause with a number between 1 and 9. Number 1 will give you a short pause, number 9 a long one.
 - **Speed:** The speed of the voice is modified after this control sequence. This way, certain parts of a text can be read out more rapidly or more slowly than others. The speed level can be set from 1 to 9. On the first level, the text is read out very slowly; on the ninth level, the text is read out very rapidly. Eurovocs DocReader keeps up this speed modification until the end of the text or until it encounters another speed control sequence in the text.
 - **Volume:** The volume of the voice is modified after this control sequence. This way, certain parts of a text can be read out more loudly or

more quietly. The volume level can be set from 1 to 9. On the first level, the voice reads out the text very quietly; on the ninth level, the voice reads out the text very loudly. Eurovocs DocReader keeps up this volume modification until the end of the text or until it encounters another volume control sequence in the text.

- **Spell mode:** The voice can spell out certain parts of a document. To start the spelling mode, insert the 'On' sequence into the text. To end the spelling mode, insert the 'Off' sequence into the text.
- **Phonetic Mode:** Clicking this item makes it possible to have phonetic transcriptions in a text. See appendix 3 for the phonetic alphabet. Mind, however, that the same control sequence should be inserted again to indicate where the phonetic transcription ends.

- 3 Click **OK**.

Dictionaries

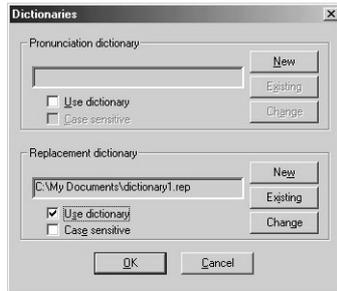
Dictionaries enable you to have words read out differently than the program would normally do.

- The *pronunciation* dictionary makes it possible to correct the program's few pronunciation mistakes.
- The *replacement* dictionary can be very useful to have Eurovocs DocReader read out abbreviations as full words. In practice, this means that Eurovocs DocReader can read out the abbreviation 'DA' as 'district attorney', or the initials 'JS' as 'John Smith'.

To create and modify a dictionary

- 1 Click **Speech > Dictionaries**.

The **Dictionaries** dialog box appears.



2 Click **New** to create a new dictionary.

Click **Existing** to load an existing dictionary.

Click **Change** to modify the words in a dictionary.

The dictionary that is currently being used, is displayed in the window in the **Dictionaries** dialog box. This dictionary can be switched off by disabling the option **Use Dictionary**. When the option **Use Dictionary** is checked, the dictionaries become active as soon as **OK** is clicked.

Note that, to be able to click **Existing**, the option **Use dictionary** should be checked. To be able to click **Change**, a dictionary should be selected and, here too, the option **Use dictionary** should be checked.

There is also an option to make the dictionary **Case sensitive**. A word from the dictionary is then only replaced if the spelling of the word in the text matches the spelling of the word in the dictionary identically. This means, for instance, that 'JS' is not regarded as identical to 'js' or 'Js'. If the **Case Sensitive** option is not checked, 'JS' is regarded as identical to 'js' and 'Js'.

Clicking **Change** (or **New**) in the **Dictionaries** dialog box makes a new dialog box pop up:



This dialog box makes it possible to change the contents of the dictionary. In the upper part of the window, Eurovocs DocReader displays a list of the existing words in the dictionary. When a word from that list is clicked, the lower windows are filled in. There is a possibility to modify the meaning of an existing word (by clicking the word in the top window, typing the new meaning in the bottom window and clicking **Update**) or to remove an existing word (by clicking the word in the top window and clicking **Delete**).

When **New** is clicked, the two bottom windows turn into blank spaces. Note that clicking **New** does not result in adding a new word to the list! Fill in those two bottom windows with a new word and its meaning. Use the item **Add** to add that new word to the list. Click **Speak** to have Eurovocs DocReader pronounce that word and its meaning.

In the same dialog box, there is an option **Use phonetic alphabet**. This makes it possible to replace a word in a text by its phonetic transcription. Create this word's phonetic transcription by using the symbols from the appendix of this user manual. This way, Eurovocs DocReader's pronunciation mistakes can be corrected.

Saving a document as a WAV or MP3 file

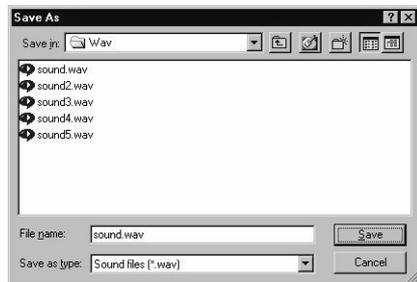
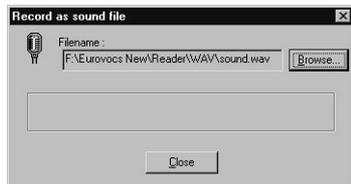
Eurovocs DocReader can generate WAV and MP3 files from the documents that have been created or loaded. A selected piece of text or a whole text can be turned into a WAV or MP3 audio file. That file can then be read, using no matter what audio software or hardware. The file can be put on the internet or sent to someone.

To create a WAV or MP3 file.

1 Click **Speech** >

- **Save selection as WAV**
- or **Save selection as MP3**
- or **Save text as WAV**
- or **Save text as MP3**.

The **Record as sound file** and **Save as** dialog box appear.



2 Give the sound file a name in the **Save as** dialog box.



If a location for the sound file is not selected, it is automatically saved in the folder WAV or MP3 (in the folder in which Eurovocs DocReader is located). In case this folder should not yet exist, it is created for this purpose.

As soon as the file is given a name, the recording of the sound file starts. The beginning and ending of the recording are marked by a very distinctive sound. While the recording is going on, you cannot continue working in Eurovocs DocReader, but you can continue using other programs without failure.

Eurovocs DocReader help

Whenever you have questions about the program, ask Eurovocs DocReader for help by clicking **Help** > **Read help file**. Eurovocs DocReader then starts reading out a concise help file including a description of all shortcuts and navigation keys.

Clicking **Help** > **About...**, provides you with a concise explanation about the program. Here the version's number is also mentioned.



Appendix 1: Toolbars

Standard toolbar

| Toolbar item | Function |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | <i>New document.</i> |
|  | <i>Open existing document.</i> |
|  | <i>Save document.</i> |
|  | <i>Print document.</i> |
|  | <i>Print preview.</i> |
|  | <i>Cut.</i> |
|  | <i>Copy.</i> |
|  | <i>Paste.</i> |
|  | <i>Clear.</i> |
|  | <i>Undo.</i> |
|  | <i>Find.</i> |
|  | <i>Read whole text.</i> |
|  | <i>Read rest of text.</i> |
|  | <i>Read previous sentence.</i> |

| Toolbar item | Function |
|-----------------------------------------------------------------------------------|-------------------------------|
|  | <i>Read current sentence.</i> |
|  | <i>Read next sentence.</i> |
|  | <i>Stop speech.</i> |



Formatbar

| Formatbar item | Function |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|  | Select a font from the list to change the font of a selection. |
|  | Select a font size from the list to change the font size of a selection. |
|  | Make the selected text bold. |
|  | Make the selected text italic. |
|  | Underline the selected text. |
|  | Select a color from the list to change the font color of a selection. |
|  | Turn the selected paragraph into a list with bullets (•). |
|  | Increase or decrease the indentation of the selected paragraph. |
|  | Align the selected paragraph with the left edge of the page. |
|  | Align the selected paragraph with the center of the page. |
|  | Align the selected paragraph with the right edge of the page. |

Big buttons bar

| Big buttons | Function |
|-------------------------------------------------------------------------------------|------------------------------------|
|  | Read whole text. |
|  | Read rest of text. |
|  | Empty the document without saving. |
|  | Read previous word. |
|  | Read current word. |
|  | Read next word. |
|  | Read previous sentence. |
|  | Read current sentence. |
|  | Read next sentence. |
|  | Read previous paragraph. |



| Big buttons | Function |
|-----------------------------------------------------------------------------------|--------------------------------|
|  | <i>Read current paragraph.</i> |
|  | <i>Read next paragraph.</i> |
|  | <i>Stop speech.</i> |



Appendix 2: Shortcuts

| Shortcut | Function |
|-----------------------|--------------------------------------------------------------|
| <i>Control+A</i> | <i>Select whole text.</i> |
| <i>Control+B</i> | <i>Make the selected text bold.</i> |
| <i>Control+C</i> | <i>Copy text to the clipboard.</i> |
| <i>Control+D</i> | <i>Read current date.</i> |
| <i>Control+F</i> | <i>Find.</i> |
| <i>Control+H</i> | <i>Replace.</i> |
| <i>Control+I</i> | <i>Make selected text italic.</i> |
| <i>Alt+I</i> | <i>Increase indentation.</i> |
| <i>Control+L</i> | <i>Find a file audively.</i> |
| <i>Control+M</i> | <i>Save text as MP3.</i> |
| <i>Control+N</i> | <i>Create new document.</i> |
| <i>Control+O</i> | <i>Open existing document.</i> |
| <i>Alt+O</i> | <i>Decrease indentation.</i> |
| <i>Control+P</i> | <i>Read current position of the cursor.</i> |
| <i>Control+R</i> | <i>Read attributes of file.</i> |
| <i>Control+S</i> | <i>Save document.</i> |
| <i>Control+T</i> | <i>Read current time.</i> |
| <i>Control+U</i> | <i>Underline text.</i> |
| <i>Control+V</i> | <i>Paste contents of the clipboard.</i> |
| <i>Control+W</i> | <i>Save text as WAV.</i> |
| <i>Control+X</i> | <i>Cut text and paste onto the clipboard.</i> |
| <i>Control+Z</i> | <i>Undo last modification.</i> |
| <i>F1</i> | <i>Read help file.</i> |
| <i>F2, F3, F4, F5</i> | <i>Load the documents that have most recently been used.</i> |
| <i>Control+F5</i> | <i>Insert pause control sequence.</i> |
| <i>Control+F6</i> | <i>Insert speed control sequence.</i> |

| Shortcut | Function |
|-------------------|-----------------------------------------------|
| <i>Control+F7</i> | <i>Insert volume control sequence.</i> |
| <i>Control+F8</i> | <i>Insert spell mode control sequence.</i> |
| <i>Control+F9</i> | <i>Insert phonetic mode control sequence.</i> |

Appendix 3: Phonetic alphabet

UK English

• Vowels and diphthongs

| Symbol | Transcription | As in: |
|-----------------|---------------|---------------|
| <i>i</i> | 'bit | <i>beat</i> |
| <i>l</i> | 'blt | <i>bit</i> |
| <i>E</i> | 'bEd | <i>bed</i> |
| @ | 'm@p | <i>map</i> |
| <i>A</i> | 'kA | <i>car</i> |
| <i>A+</i> | 'pA+t | <i>pot</i> |
| ^ | 'b^t | <i>but</i> |
| <i>O</i> | 'bOt | <i>bought</i> |
| <i>U</i> | 'bUk | <i>book</i> |
| <i>u</i> | 'but | <i>boot</i> |
| \$ | \$. 'ba&Ut | <i>about</i> |
| <i>E0</i> | 'tE0n | <i>turn</i> |
| <i>e&l</i> | 'be< | <i>bait</i> |
| <i>O&l</i> | 'bO&l | <i>boy</i> |
| <i>a&l</i> | 'ba&l | <i>buy</i> |
| <i>a&U</i> | 'da&Un | <i>down</i> |
| <i>o&U</i> | 'So&U | <i>show</i> |
| <i>l&\$</i> | 'hl&\$ | <i>here</i> |
| <i>E&\$</i> | 'DE&\$ | <i>there</i> |
| <i>U&\$</i> | 'pU&\$ | <i>poor</i> |

• Consonants

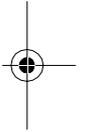
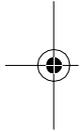
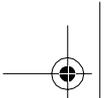
| Symbol | Transcription | As in: |
|------------------|----------------|---------------|
| <i>j</i> | 'ju | <i>you</i> |
| <i>w</i> | 'wlt | <i>wit</i> |
| <i>R+</i> | 'R+a&l d | <i>ride</i> |
| <i>l</i> | 'lEt | <i>let</i> |
| <i>p</i> | 'p@n | <i>pan</i> |
| <i>t</i> | 't@n | <i>tan</i> |
| <i>k</i> | 'k@n | <i>can</i> |
| <i>b</i> | 'bO&l | <i>boy</i> |
| <i>d</i> | 'de&l | <i>day</i> |
| <i>g</i> | 'gA+t | <i>got</i> |
| ? (glottal stop) | ?it | <i>eat</i> |
| <i>f</i> | 'fa&l n | <i>fine</i> |
| <i>T</i> | 'Tl n | <i>thin</i> |
| <i>s</i> | 'sl n | <i>sin</i> |
| <i>S</i> | 'Sa&l n | <i>shine</i> |
| <i>v</i> | 'va&l n | <i>vine</i> |
| <i>D</i> | 'D@t | <i>that</i> |
| <i>z</i> | 'zo&Un | <i>zone</i> |
| <i>Z</i> | 'vl.Z\$ n | <i>vision</i> |
| <i>h</i> | 'hEd | <i>head</i> |
| <i>t&S</i> | 't&SE0+t&S | <i>church</i> |
| <i>d&Z</i> | 'd&Z^ nK.g\$ l | <i>jungle</i> |
| <i>m</i> | 'ma&l | <i>my</i> |
| <i>n</i> | 'no&U | <i>no</i> |
| <i>nK</i> | 'sA+nK | <i>song</i> |

US English• **Vowels and diphthongs (US English)**

| Symbol | Transcription | As in: |
|----------------|-----------------|--------------|
| <i>i</i> | 'f <i>il</i> | <i>feel</i> |
| <i>l</i> | 'f <i>ll</i> | <i>fill</i> |
| <i>E</i> | 'f <i>El</i> | <i>fell</i> |
| @ | 'k@ <i>t</i> | <i>cat</i> |
| <i>A</i> | 'gA <i>t</i> | <i>got</i> |
| ^ | 'k^ <i>t</i> | <i>cut</i> |
| <i>O</i> | 'fO <i>l</i> | <i>fall</i> |
| <i>U</i> | 'fU <i>l</i> | <i>full</i> |
| <i>u</i> | 'f <i>ul</i> | <i>fool</i> |
| \$ | \$. 'la&U | <i>allow</i> |
| <i>Eθ</i> | 'kEθR+ <i>t</i> | <i>curt</i> |
| <i>O</i> | 'dO <i>r</i> | <i>door</i> |
| <i>e&l</i> | 'fe&ll | <i>fail</i> |
| <i>O&l</i> | 'fO&ll | <i>foil</i> |
| <i>a&l</i> | 'fa&ll | <i>file</i> |
| <i>a&U</i> | 'fa&U <i>l</i> | <i>foul</i> |
| <i>o&U</i> | 'go&U <i>l</i> | <i>goal</i> |

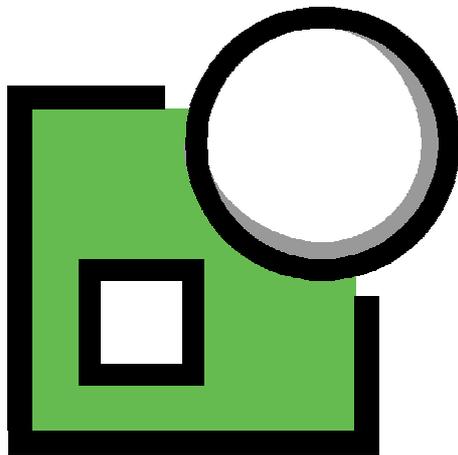
• **Consonants (US English)**

| Symbol | Transcription | As in : |
|------------------|---------------|----------------|
| <i>j</i> | 'jE <i>s</i> | <i>yes</i> |
| <i>w</i> | 'wa&l | <i>why</i> |
| <i>R+</i> | 'R+lp | <i>rip</i> |
| <i>l</i> | 'llp | <i>lip</i> |
| <i>p</i> | 'plt | <i>pit</i> |
| <i>t</i> | 'tAp | <i>top</i> |
| <i>k</i> | 'k@t | <i>cat</i> |
| <i>b</i> | 'blt | <i>bit</i> |
| <i>d</i> | 'dlg | <i>dig</i> |
| <i>g</i> | 'gAt | <i>got</i> |
| ? (glottal stop) | '?it | <i>eat</i> |
| <i>f</i> | 'f@t | <i>fat</i> |
| <i>T</i> | 'Tin | <i>thin</i> |
| <i>s</i> | 'sil | <i>seal</i> |
| <i>S</i> | 'Sip | <i>ship</i> |
| <i>v</i> | 'v@t | <i>vat</i> |
| <i>D</i> | 'Den | <i>then</i> |
| <i>z</i> | 'zil | <i>zeal</i> |
| <i>Z</i> | 'li.Z\$R+ | <i>leisure</i> |
| <i>h</i> | 'h@t | <i>hat</i> |
| <i>t&S</i> | 'k@t&S | <i>catch</i> |
| <i>d&Z</i> | 'd&ZEθR+.ni | <i>journey</i> |
| <i>m</i> | 'm@n | <i>man</i> |
| <i>n</i> | 'n^t | <i>nut</i> |
| <i>nK</i> | 'R+lnK | <i>ring</i> |



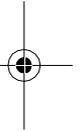
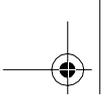


Part Two



Skippy





Chapter 1:

First steps in Skippy

This user manual introduces the basic functions of Skippy. The following procedures show you how to use Skippy to speed up your typing of texts.

Skippy predicts words while you type. Chapter 2 of this user manual introduces the basics of word prediction.

Starting Skippy

To start Skippy:

- 1 Click the **Start** button at the bottom left corner of the screen.
- 2 Move the pointer to **Programs**.
The list of available programs appears.
- 3 Click **Eurovocs Suite > Skippy**.

Skippy starts up.



Double-clicking the Skippy icon on the desktop starts Skippy directly:



Closing Skippy

To close Skippy

To stop working with Skippy, simply click **Menu > Exit** or **Alt+F4**.

You can also go to the system menu by clicking the following icon in the caption bar and by clicking **Close** in that menu:



Using Skippy

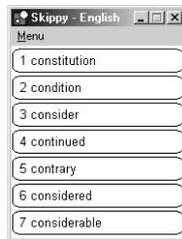
- 1 Start Skippy.
- 2 Start a word processing program (like Eurovocs DocReader), an e-mail program, etc.
- 3 Start typing.

Chapter 2:

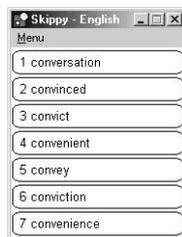
What is word prediction?

About Word Prediction

Word prediction can save about fifty percent of the normal amount of keystrokes. Whenever the beginning of a word is typed, Skippy presents a list of words that begin with the already typed character(s). When 'con' is typed, for instance, Skippy suggests the following words beginning with the prefix 'con': constitution, condition, consider, continued, contrary, considered, considerable.



Every time an additional character is typed, the list of words is updated. To write the word 'conversation', typing the characters c, o, n and v should suffice to make the complete word appear in the prediction list.



Skippy places these words in the prediction list on the basis of their frequency of occurrence in the texts the program has learned (i.e. the words that have the

highest frequency will be the first predictions in the list). These words and their frequency are stored in a wordlist. For more explanation on wordlists, see chapter 4 of this user manual.

The program disposes of a standard English wordlist, but it is also possible to make highly personalized wordlists. Therefore, it is the user of the program who can determine to a great extent the words predicted. Prediction and consequently typing can speed up greatly when personalized wordlists are used.

From the list of suggestions presented, select the word you want to insert into the text. To insert the word, only one keystroke is needed (see chapter 3 for several possibilities to select a prediction). Once a word has been chosen from the list of suggestions, Skippy will also automatically add a space to the inserted word.

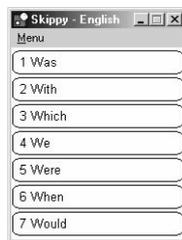
When a complete word has been typed, Skippy predicts the following word. The program bases the suggestions on its knowledge about word pairs.

About single words and word pairs, derivations and compositions

Single words and word pairs

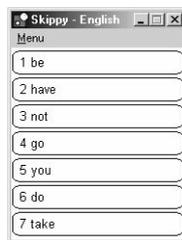
Word prediction in Skippy is based on what the program has learned about single words and word pairs (i.e. sequences of two words).

How does Skippy use its knowledge about single words and word pairs to make predictions? Suppose you want to type the sentence 'Would you like to have a conversation with the greengrocer?' and you type the letter 'w'. Skippy then displays a prediction list containing only words beginning with 'w' and having the highest frequency. It is very likely that the word 'Would' is one of those words.



Insert 'Would' into the text by selecting it, using F7 or 7 of the numeric keypad. See chapter 3 for further information on different selection methods. Skippy will also automatically add a space after the word 'Would'.

As soon as the word 'Would' is inserted, information about word pairs starts playing a role for Skippy. Without one letter typed, Skippy tries to predict the next word. The program can predict words that are likely to follow 'Would' since, in the wordlist, it has also stored information about word pairs. The word 'you' is likely to be in the new prediction list.



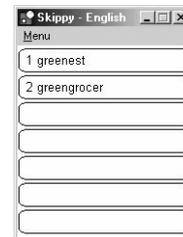
Again insert this word into the text by selecting it, using one of the selection methods explained in chapter 3. Once again, Skippy adds a space to the word 'you' and suggests words that are likely to follow 'you'.

Derivations and compositions

Skippy can make it very easy to type derivations and compositions. Suppose you want to type the composition 'greengrocer'. When the letters 'g' and 'r' are typed, the word 'greengrocer' will probably not be in the prediction list, but the word 'green' will.



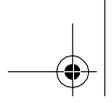
Then insert the word 'green' into the text and use backspace to delete the space Skippy automatically added. The prediction list now contains only words beginning with 'green', 'greengrocer' is one of them.



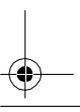
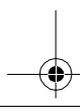
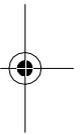
Simply select the word 'greengrocer' and Skippy automatically replaces the word 'green' by 'greengrocer'. This way, the word 'greengrocer' (and an added space) is typed with only 5 keystrokes:

- type 'g'
- type 'r'
- select 'green'
- press backspace to delete the space
- select 'greengrocer'

In this example, no less than 7 keystrokes are saved.



The same procedures can be followed to type compositions such as safety-belt, left-wing, question-mark, etc, or derivations such as foundations, accidentally, etc.



Chapter 3:

Selecting a prediction

There are five ways to select a word from the prediction list:

- Just click on the word you want to insert into the text from the prediction list.
- Use the function keys F1 to F10 to select a corresponding word from the prediction list. Use F3 to select the third word from the prediction list, for instance. To be able to use the function keys for selection, click **Menu > Settings > Extra** and check the option **Use function keys to select predictions**
- Use dwelling to select a prediction. Chapter 5 of this user manual explains all about dwelling. With dwelling, Skippy automatically selects a prediction when the mouse pointer is on that prediction in the list for a certain period of time.
- If you have KeyVit at your disposal, you can use special keys to select words from the Skippy prediction list.



The function keys F11 and F12 serve another purpose. When the character 'n' has already been typed and you want to write the word 'necessary', this word may not be in the prediction list. To check whether the word 'necessary' is part of the first 100 predictions after 'n' has been typed, press F12. The program then displays another list of possible words. This way, 100 words that begin with an 'n' and that have the highest frequencies in the wordlist can be scrolled using F11 and F12.

*For this same purpose, the - and + of the numeric keypad can be used, but then make sure that the option **Use numeric keypad to select predictions** under **Menu > Settings > Extra** is checked.*

- Use the keys of the numeric keypad to select a corresponding word from the prediction list. Use numeric key 7 to select the seventh word from the prediction list. To be able to use the keys of the numeric keypad, click **Menu > Settings > Extra** and check the option **Use numeric keypad to select predictions**.

Chapter 4:

Wordlists

Skippy bases its predictions on a wordlist. The program can generate wordlists itself. Skippy can learn from existing text files or the text files you type. The program builds wordlists which can be modified at any time.



See also the **Add every new typed word** item in chapter 5 of this user manual.

To type a text, use a certain wordlist for prediction while you are typing. For most texts, the standard English wordlist will do. But, to type a text on football, for instance, using a wordlist that includes a lot of specific football expressions and idioms can be very useful. The program also can also combine, for example, the standard English wordlist with a football wordlist.

Selecting a wordlist

To select a wordlist

- 1 Click **Menu > Wordlist**.

The **Wordlist** dialog box appears.



- 2 In the top window, select a wordlist from all existing wordlists.

Creating a wordlist

To create a new wordlist

- 1 Click **Menu > Wordlist**.

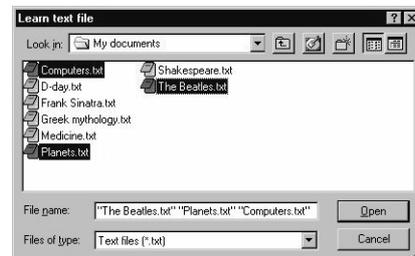
The **Wordlist** dialog box appears.

- 2 Click **New List**.

Give the new wordlist a name. The new wordlist will be located in the folder 'Lists' in the same folder as Skippy.

- 3 Click **Learn text**.

The **Learn text file** dialog box pops up.



In this dialog box, select one or more text files you want Skippy to learn. The words and word pairs Skippy learns from those text files become part of the new word list.

- 4 Click **Open** in this dialog box.

Skippy then asks you whether you want the program to

- Learn words only

- Learn word pairs only
- Learn both words and word pairs:

Checking the first option makes sure that Skippy learns single words only and also adjusts the frequency of words already present in the wordlist. Checking the second option makes sure that Skippy learns two word sequences only.



Make sure that the text files Skippy learns, have been saved as normal Windows text files (ASCII format).

- 5 Click **Start**.
- 6 Click **OK** if you want Skippy to really include the words and word pairs it has learned in the wordlist. Click **Cancel** if you do not want to include them in the wordlist after all.

Copying wordlists allows you to create new wordlists without having to modify the original wordlists. Copy the standard English wordlist and give the copy a name. Skippy can then learn other words from text files (on the subject football, for instance) and put them into that new wordlist. That way, Skippy can rapidly predict football expressions, but also the regular English words and two word sequences.



*Using the **Learn text** option also enables you to expand an existing wordlist. Simply select the existing wordlist, click **Learn text** and select the text files you want Skippy to learn.*

Removing a wordlist

To remove an existing wordlist

To remove an existing wordlist, simply click **Menu > Wordlist**, select the wordlist and click **Remove list**.

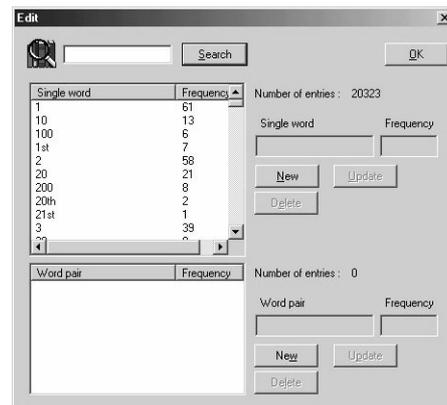
Modifying a wordlist

To edit an existing wordlist

There are many reasons to edit an existing wordlist. The main reason is, naturally, that it makes typing faster. Adding words to a wordlist to make sure that a certain word is present in the list, is only one of the editing possibilities. Deleting words (e.g. words that are spelled incorrectly) from the wordlist and changing the frequency of words are other possibilities.

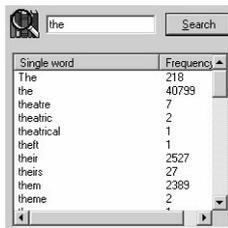
- 1 Click **Menu > Wordlist > Edit**.

The **Edit** dialog box appears.

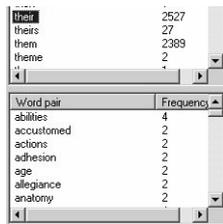


- 2 In this dialog box, there are several editing possibilities:

- First of all, you can search for a specific word. Type e.g. 'the' and then click **Search**. Skippy now jumps to the first word beginning with 'the' in the wordlist (in this case 'the' itself), followed alphabetically by all other words beginning with 'the'. Next to every word, its frequency is displayed.



Click the word 'their', for instance. Now, the words that are most probable to follow 'their' in a text, appear alphabetically in the word pair list.



The items in the word and word pair list are ordered alphabetically from A to Z. They can be ordered alphabetically from Z to A by simply clicking **Single word** (or **Word pair**) on top of the single word (or word pair) list.

The items can also be ordered on the basis of their frequency by just clicking **Frequency** on top of the frequency list. To order the items alphabetically again, click **Single word** (or **Word pair**).

- To add new single words or word pairs to the lists, follow these procedures: Click **New** next to either of those lists. The spaces next to the lists become blank. Then fill in the single word or word pair you want to add to the list.



To add a word pair to the wordlist, type both words and space them. Make sure that also the frequency of the single word or word pair is filled in. When a word (pair) is connected with a high frequency, the word (pair) will appear in the prediction list very soon.

Simply click **Add** and the new single word or word pair is added to the list.



Also the **Learn text** option can be used to add new single words or word pairs to a wordlist.

- To remove an item from one of the lists, select the item and click **Delete**. To remove several items from the wordlist at the same time, select the items by using **Shift** or **Control** in combination with the pointer keys or the mouse. Note that, when a single word is deleted, all word pairs that contain the word are deleted as well.
- To update an item from the single word or word pair list (i.e. to give to any of the words in the lists a higher or lower frequency), just click the item itself, adjust the frequency in the window under 'frequency' and click **Update**.



Note that words in a word pair need to have at least a frequency of 3 as a single word. If you want to add a new word pair to the list, but the words' frequencies as a single word are lower than 3, Skippy will ask whether you want the program to alter these frequencies.

To add abbreviations to an existing wordlist

Adding abbreviations to a wordlist can be very useful to make it easier to type e.g. names, to correct typing errors, to type a complete sentence very swiftly, etc. To add abbreviations to a wordlist, carry out the following procedures:

1 Click **Menu > Wordlist > Abbreviations**

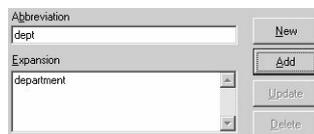
The **Abbreviations** dialog box appears.



Click an item in the abbreviations list to see its expansion in the bottom window.

2 Click **New**.

The two bottom windows become blank. In the first one (Abbreviations), fill in the abbreviation you want to add to the list (e.g. 'js'; 'dept'; 'ifgt'). In the second one (Expansion), fill in its expansion ('John Smith'; 'department'; 'I feel good today.').



3 Click **Add**.

The abbreviation is added to the currently selected wordlist. Every time the abbreviation is typed in a text while that wordlist is selected, Skippy will place

its expansion (along with other predictions) in the prediction list.

Skippy can also automatically replace the abbreviation in the text by its expansion. Click **Settings > Extra** and check the **Insert expansion automatically when abbreviation has been typed completely** option.

Adding abbreviations and their expansions to a wordlist can also be very helpful to automatically correct frequent spelling mistakes. Add, for instance, 'teh' to a wordlist as an abbreviation, with 'the' as its expansion. Whenever 'teh' is typed in a text, Skippy will automatically correct this mistake and replace 'teh' by 'the'.



To delete abbreviations from a wordlist, click the item and then **Delete**.

To update abbreviations, click the item, change its expansion in the bottom window and then click **Update**.

To crop an existing wordlist

Cropping wordlists regularly can be essential to keep word prediction going smoothly. When prediction is not going at a normal speed, cropping wordlists can help.

When the wordlist is getting too full, prediction may slow down. Skippy will indicate this as the program starts. Skippy then mentions the number of single words and word pairs in the wordlist and recommends that you crop the list.

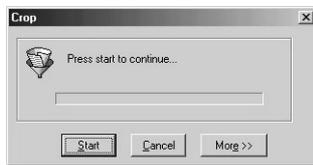




Clicking **Crop** makes the **Wordlist** dialog box appear. Here, words with a very low frequency can be deleted from the wordlist. Clicking **Remind me later** allows you to use the wordlist as before, but it may be that prediction does not work as fast any more.

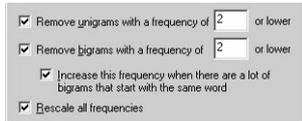
1 Click **Menu > Wordlist > Crop**.

The **Crop** dialog box appears.



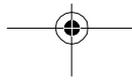
2 Click **More** in this dialog box and determine whether you want Skippy to

- **Remove single words with a frequency of ... or lower**
- **Remove word pairs with a frequency of ... or lower**
- **Rescale all frequencies**



When the last option is checked, Skippy will lower all frequencies. If you crop several times in a row, this option makes sure that the wordlist will continue to shrink. If you don't check this option, removing low frequency words will be effective only once.

3 Click **Start**.



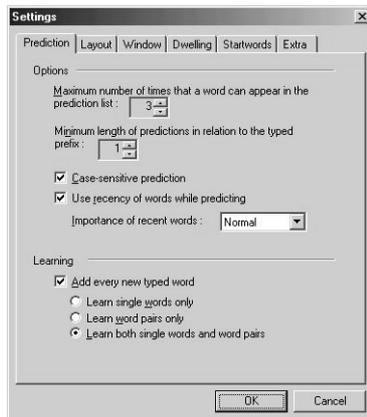
Chapter 5:

Settings

Skippy contains a lot of settings that allow you to personalize prediction. Clicking **Menu > Settings** makes it possible to choose from 6 tabs: **Prediction**, **Layout**, **Window**, **Dwelling**, **Startwords** and **Extra**.

Prediction

The **Prediction** tab consists of two parts: Options and Learning.



In the Options part, set the:

- **Maximum number of times that a word can appear in the prediction list**

When 3 is filled in and the characters 'f', 'o' and 'u' are typed successively, the program predicts the word 'found' after every keystroke. When 'n' is typed, however, Skippy will no longer include the word 'found' in the prediction list, but will replace it by another prediction.

- **Minimum length of predictions in relation to the typed prefix**

When 1 is filled in and 'hi' is typed, the program predicts, among others, the word 'him'. When 2 is filled in and 'hi' is typed, Skippy will not predict the word 'him' since this prediction is only 1 character longer than the typed prefix.

Still in the part of the **Prediction** tab on Options, check or uncheck the following options:

- **Case-sensitive prediction**

When this option is enabled, Skippy distinguishes between small and capital letters.

- **Use recency of words while predicting**

Checking this option makes sure that Skippy takes into account the recent use of words. When a word (e.g. 'football') is frequently used in one and the same text, the chance that this word will be used again is big. With this option, that word appears in the prediction list a lot sooner than others. By checking this option, you can set the importance of recent words at a normal, high or very high level.

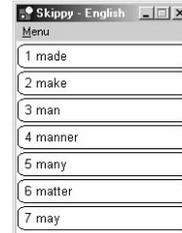
In the Learning part of the **Prediction** tab, check or uncheck the option **Add every new typed word**. Skippy will add every new typed word to the wordlist currently used. Skippy can

- **Learn single words only**
- **Learn word pairs only**
- **Learn both single words and word pairs.**



If you do not want the contents of an original wordlist to change, you should not check this option or you should copy the original wordlist and make changes in the copy only.

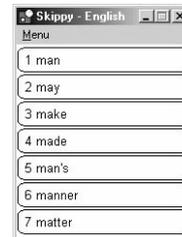
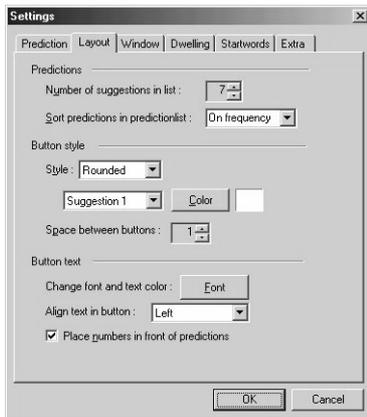
• **Alphabetically:**



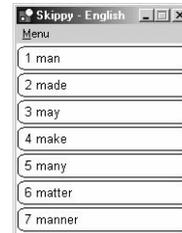
Layout

In the **Layout** tab, it is possible to change the layout of three program aspects: the predictions, button style and button text:

• **On length:**



• **On frequency:**



Predictions

In this part of the **Layout** tab, choose how many suggestions Skippy should display in the prediction list. The prediction list can contain as many as 10 suggestions.

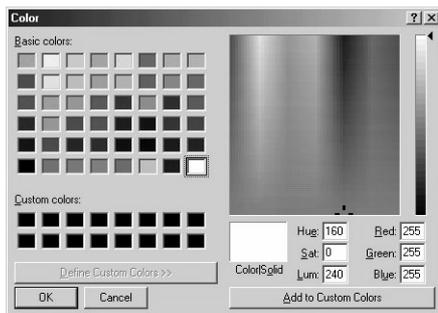
Within the **Sort predictions in prediction list** option, you can select to display the predictions in alphabetical order, on length or on frequency.

Button style

It is possible to change the style of the buttons in the prediction list from 'None' to Classic, 2D colored, 3D colored or Rounded:

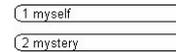
| Button style | Example |
|-------------------|-------------------------------------------------------------------------------------|
| <i>None</i> | 1 myself |
| <i>Classic</i> |  |
| <i>2D colored</i> |  |
| <i>3D colored</i> |  |
| <i>Rounded</i> |  |

When another than the classic style is selected, the color of the buttons can be changed in the **Color** window that appears when **Color** in the **Layout** tab is clicked:



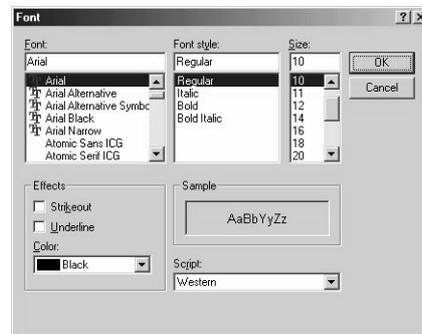
When the color for the first button is selected, the program asks whether it should apply the same color to all other buttons too. Clicking 'No' allows you to select a different color for each and every one of the buttons in the prediction list.

The **Space between buttons** option allows you to adjust the space between the buttons in the prediction list. The space value can be set from 0 to 15.



Button text

To change the font and the text color of the text on the buttons in the prediction list, click **Font** in the **Layout** tab.

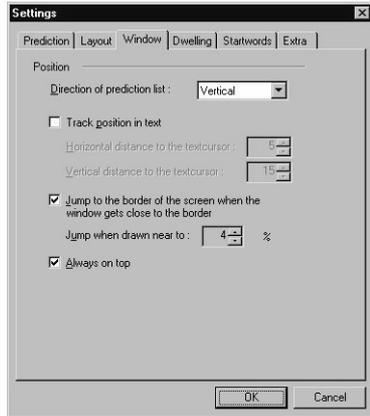


In the appearing dialog box, select the font, font style and font size for the button text. You can also change the color of the text on the buttons.

Skippy can align the text in the buttons with the left edge or the center of the buttons.

There is also an option to place numbers in front of the predictions in the list.

Window



In this tab, choose to have the predictions in the list organized vertically or horizontally:

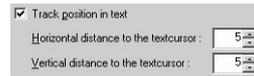


In the **Window** tab, check or uncheck the following options:

- **Track position in text**

Check this option to make the prediction list follow the position of the cursor in the text. This option can speed up the view on the predictions and consequently also typing since you can avoid having to change your focus. You can set the hori-

zontal and vertical distance value between the list and the cursor from 0 to 100.

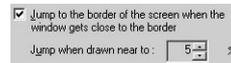


When this option is checked, Skippy will always try to position the prediction list so that it remains visible.

- **Jump to the border of the screen when the window gets close to the border.**

When this option is checked, the prediction list jumps to the border of the screen whenever the window gets close to it. This option should prevent that part of the list becomes invisible and makes sure that the window can be more easily positioned.

When checking this option, set a percentage from 0 to 15. When the distance between the border of the screen and the list becomes less than that percentage, the prediction list automatically jumps to the border of the screen.



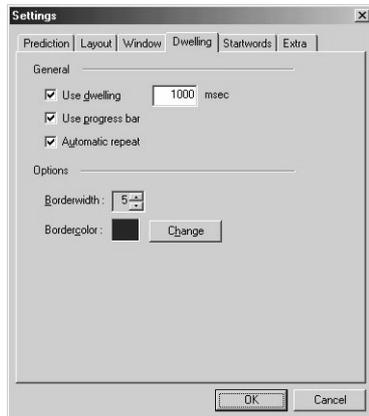
 Note that this option cannot be checked when the prediction list tracks the position of the cursor in the text.

- **Always on top**

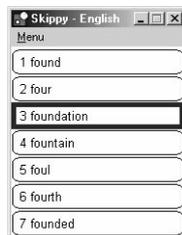
Checking this option makes sure that the prediction list is never covered with other windows.

Dwelling

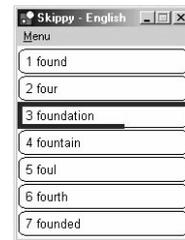
When the **Use dwelling** option in the **Dwelling** tab is checked, Skippy automatically selects the prediction the mouse pointer is on after the expiration of a certain period of time.



Suppose you want to type the word 'foundation' and the characters 'f', 'o' and 'u' have already been typed. When the **Use dwelling** option under **Menu > Settings > Dwelling** is checked and the time interval is set at 1000 milliseconds, you can simply place the mouse pointer on the third prediction. A colored border then surrounds the button. After the expiration of 1 second, the program automatically inserts the word 'foundation' into the text.

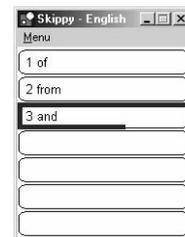


When the option **Use progress bar** is activated, a progress bar runs over the button the mouse pointer is on. When the progress bar has completely surrounded the button, the button text is selected and inserted into the text.



When the option **Automatic repeat** is activated, Skippy first of all selects the prediction on the button (i.e. after the expiration of the set time interval) and inserts it into the text. When the mouse pointer is not removed from that button after that, the next prediction on that same button is inserted into the text after the expiration of the set time interval.

For example, when 'foundation' is inserted into the text from the third button of the prediction list and the next word on that same button is 'and', 'and' too will be inserted into the text after the expiration of the given time (on the condition that the mouse pointer is not removed from that button within that time interval).



*When the **Automatic repeat** option is not activated, Skippy will not resume its dwelling action until you move the mouse pointer again.*

It is possible to change the width (from 1 to 10) and color of the border that surrounds the button when you move the mouse pointer over it.

Startwords

When a sentence ends with a punctuation mark and no other characters are typed after that, Skippy suggests words to begin the next sentence with. These words are called startwords. They are not part of the main wordlist currently selected. Startwords constitute a wordlist of their own. This list can consist of 100 words maximum.

Note that, when Skippy tries to predict startwords, these are not ordered alphabetically, on frequency or on length (as is the case with 'normal' prediction lists). Startwords in a prediction list always appear in the same order as in the **Startwords** tab.

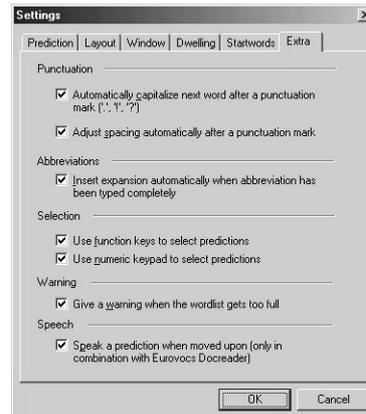
To select a startwords list, click **Menu > Settings > Startwords**. Select the startwords list you want to use.



There is a possibility to create new lists: click **New** in the same tab and give a name to the new list. You can also remove an existing list by clicking **Remove** in the **Startwords** tab.

To add words to a new or an existing list, type those words in the window below the selected list and separate the words with a space, comma or semicolon. To remove words from a list, just delete them in the same window.

Extra



Punctuation

Check the following options:

- **Automatically capitalize next word after a punctuation mark (:, !, ?)** if you want the next word to be capitalized.
- **Adjust spacing automatically after a punctuation mark** if you want to remove the automatically inserted space when it comes before a punctuation mark.

Abbreviations

Check or uncheck the option to insert an expansion automatically when its abbreviation has been typed completely (including the following space).

Selection

The third chapter of this user manual explains how to use several tools to select a word from Skippy's prediction list. Checking these two options activates the selection tools.

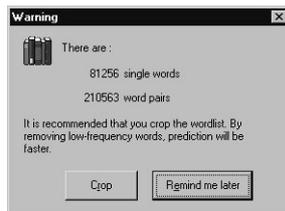
- **Use function keys to select predictions**
- **Use numeric keypad to select predictions**

Warning

In the **Extra** tab, you can choose to have Skippy give a warning when the wordlist gets too full.

If this option is checked, the program usually warns you when the wordlist currently selected contains more than 80,000 single words or more than 250,000 word pairs.

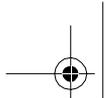
When the wordlist is getting too full, prediction may slow down. Skippy indicates this as the program starts. Skippy then mentions the number of single words and word pairs in the wordlist and recommends that you crop the list.



Clicking **Crop** makes the **Wordlist** dialog box appear. Here, words with a very low frequency can be deleted from the wordlist. Clicking **Remind me later** allows you to use the wordlist as before, but it may be that prediction does not work as fast any more.

Speech

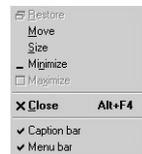
The speech option in the **Extra** tab can only be useful when you also have Eurovocs DocReader at your disposal. This option has Eurovocs DocReader read out the prediction you point at in Skippy.



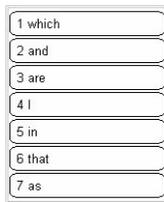
Chapter 6:

System menu options

In the system menu that appears when the icon in the caption bar is clicked, the caption bar can be switched off:



If the caption bar is switched off, the menu bar will disappear too:



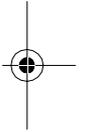
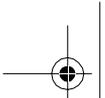
To reposition the Skippy window in this case, click 'Skippy' in the taskbar and use the arrow keys. To close Skippy, rightclick on the Skippy window and choose **Close**.

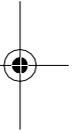
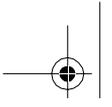
The caption bar reappears when you rightclick Skippy's window border.

In the system menu, also the menu bar can be switched on or off.

Switching off one or both of the bars on top of the prediction window offers some advantages. This first of all prevents the user from altering the program's settings. A second advantage is that the prediction window takes up less screen space.

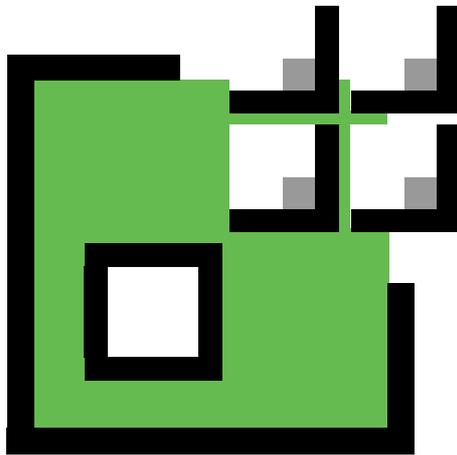






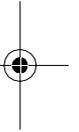
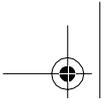


Part Three



KeyVit





Chapter 1:

Your first steps in KeyVit

This user manual introduces the basic functions of KeyVit. KeyVit is a user-definable software keyboard that allows a user to type text without using a hardware keyboard. The standard KeyVit keyboard contains all characters and functions of a regular hardware keyboard. This means that any text can be typed using the KeyVit keyboard. KeyVit also supports alternative mouse control, menu control and environmental control.

KeyVit can be operated with: mouse, trackball, touch-screen, dwelling and scanning with 1 or 2 switches.

The following procedures show how to use KeyVit.

Starting KeyVit

To start KeyVit

- 1 Click the **Start** button in the bottom left corner of the screen.
- 2 Choose **Programs**.

A list of available programs appears.

- 3 Click **Eurovocs Suite > KeyVit**.

KeyVit starts up.



Double-click the KeyVit icon on the desktop to start KeyVit directly:



Using KeyVit

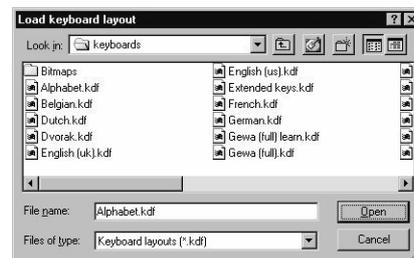
To use KeyVit

- 1 Start **KeyVit**.
- 2 Start a word processing program (like Eurovocs DocReader), an email program, etc.
- 3 Start typing by selecting keys on the keyboard. (For selection options, see chapter 2 of this user manual.)

Skippy, the word prediction program, can be used in combination with KeyVit.

To load another KeyVit keyboard

KeyVit supports several keyboards. You can choose a keyboard from the list of available keyboards that appears when you click **Menu > Load Keyboard**. The files in that list are all *.kdf-files. When one of these files is selected (e.g. English (uk).kdf), KeyVit loads that keyboard. To learn more about the keyboards that come with KeyVit, see chapter 4.



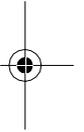
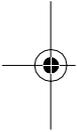


Closing KeyVit

To close KeyVit

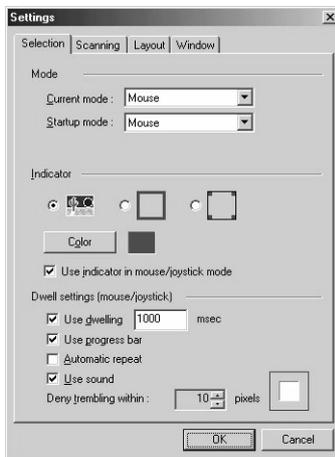
Click **Menu > Exit**.

Going to the system menu by clicking the following icon in the caption bar and clicking **Close** in that menu, also closes KeyVit:



Chapter 2: Selection

In KeyVit, there are several ways to select a key from the software keyboard. Choose one of these selection modes in the **Selection** tab that appears when **Menu > Settings** is clicked.

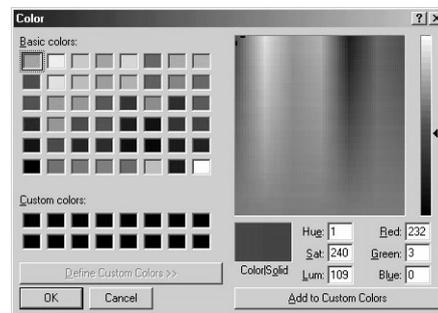


Indicators

In the **Selection** tab, you can select several scanning and dwelling indicators. The KeyVit keys can be highlighted, but another option is to have them surrounded by a colored border or by colored dots.



Click **Color** in the **Selection** tab to select the color for the border or the dots.



Selection methods

In the **Selection** tab, select the mode you currently want to use, and the mode you want the program to start up with. In either case, choose one of the following selection modes:

- **Mouse**

Using the mouse, you can left-click the key on the software keyboard to select it.

- **Joystick**

When this option is selected, simply move the mouse pointer up and down, to the left and to the right by moving the joystick in that direction. By pressing the fire button of the joystick, you can click on the current position of the mouse pointer. Double-clicking (press the fire button twice) and dragging (hold the fire button pressed) are also possible. So, when the mouse pointer is on a key of

the keyboard you want to select, press the fire button.

You can set the **Joystick Speed** in pixels/sec. This is an indication of how fast the mouse pointer moves over the screen when a joystick is used. The joystick speed can accelerate if the joystick is held in the same direction. Specify a value in pixels per second to set the **Acceleration** speed.

- **Scanning**

KeyVit also supports a 1 or 2 switch scanning system. When this selection mode is used, the keys of the software keyboard are scanned according to the selected scanning mode. In case of line-column scanning, for instance, the lines of the software keyboard are scanned alternately, starting from the top line. Switch 1 can be used to select a line. Then, the keys of that line are scanned alternately, starting from the first key of that line. A key from that line is selected when you use switch 1 again. For other possibilities, see the Scanning Options further on in this chapter.



To stop the scanning and use another selection method, press the Esc-key on the hardware keyboard.

In the same **Selection** tab, there are other dwelling options:

| Dwelling option | Function |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Use progress bar</i> | <i>A progress bar runs over the key the pointer is on. This bar indicates the time that has passed. When the bar has completely surrounded the key, it is selected.</i> |
| <i>Automatic Repeat</i> | <i>When, after selection of a key, the mouse pointer is not removed from that key, KeyVit will again select the key after the expiration of the set time interval.</i> |
| <i>Use sound</i> | <i>KeyVit generates a sound when the dwelling time expires.</i> |
| <i>Deny trembling within ... pixels</i> | <i>If you dwell outside of the KeyVit keyboard*, you can specify the size of the region where moving the mouse pointer has no effect. If you move the mouse within the boundaries of this region, the dwell time is not reset.</i> |

* See Chapter 4 : The dwell keyboard

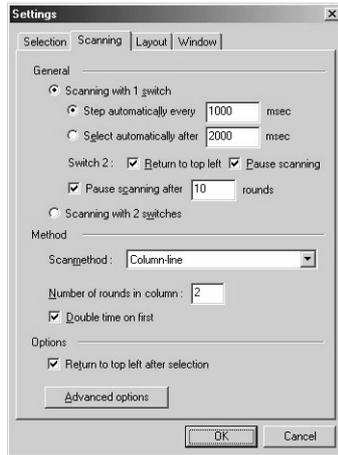
Scanning options

Follow these procedures to choose a scanning method:

Dwelling

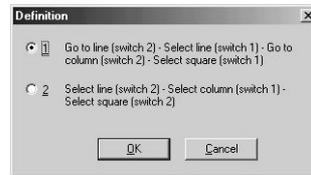
When the **Use dwelling** option in the **Selection** tab is checked, dwelling can occur with mouse or joystick. When the pointer moves over a key, that key can be highlighted (or surrounded by a colored border or by colored dots, according to the indicator selected). When the pointer hovers over the key, that key is selected after the expiration of a certain period of time which can be set in the window next to the **Use dwelling** option in the **Selection** tab. KeyVit resumes the dwelling action only when the mouse pointer is moved away from that key.

1 Choose Menu > Settings > Scanning.



- **Scanning with 2 switches:** Scanning does not proceed automatically. Switch 2 is used to proceed scanning, switch 1 for selection.

This way of scanning can be altered for line-column or column-line scanning under **Definition**.



 **When the option *Use F11 and F12 as switches under Menu > Settings > Scanning > Advanced Options* is checked, F11 and F12 have the same functions as switch 1 and switch 2 respectively**

2 Choose to use scanning with one or two switches.

- **Scanning with 1 switch:**

When you select the option **Step automatically every 5000 msec** in the **Scanning** tab, KeyVit automatically scans a new line or key when the set time interval has elapsed (after 5 seconds in this case). You have to use switch 1 to select a key. When a key is selected, scanning proceeds. When you select the option **Select automatically after 5000 msec**, on the other hand, you have to use switch 1 to proceed with the scanning. KeyVit then automatically selects the line or key that is scanned when scanning does not proceed before 5 seconds have elapsed.

When scanning with one switch is used, switch 2 can have another function. With the **Return to top left** option, it can be used at any time to have scanning start again at the top left key. With the **Pause scanning** option, switch 2 can be used to pause scanning. Use switch 1 again to have KeyVit proceed with the scanning. It is possible to combine these two options.

With the option **Pause scanning after ... rounds**, you can indicate how many rounds KeyVit should scan before pausing when nothing is selected.

3 In the same Scanning tab, select one of the many scanning methods:

| Scanning method | Description |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Linear</i> | <i>All the keys are scanned in a linear way from left to right, starting at the top line.</i> |
| <i>Snake</i> | <i>KeyVit scans all the keys in a linear way. The first line is scanned from left to right, the second from right to left, etc.</i> |
| <i>Circular</i> | <i>All the keys are scanned in a circular way, starting from the top left key and ending in the middle of the keyboard.</i> |
| <i>Line-column</i> | <i>KeyVit first scans the lines. After selection of a line, the keys in that line are scanned.</i> |
| <i>Column-line</i> | <i>KeyVit first scans the columns. After selection of a column, the keys in that column are scanned.</i> |
| <i>Block</i> | <i>KeyVit scans in blocks. After selection of a block, it is divided into smaller blocks. Eventually, you end up with the key you want to select.</i> |

| Scanning method | Description |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Block-Line-Column</i> | <i>This method is the same as line-column scanning. However, it is possible to divide the keyboard in blocks of lines or to divide the lines in parts. Under block definition, you can set into how many blocks the keyboard should be divided and into how many parts the lines should be divided.</i> |
| <i>Linear (with backtrack)</i> | <i>Scanning proceeds in a linear way, but when switch 1 is pressed, scanning starts moving backwards. For the selection of a key, press switch 1 again.</i> |
| <i>Snake (with backtrack)</i> | <i>Scanning proceeds like a snake, but when switch 1 is pressed, scanning starts moving backwards. For the selection of a key, press switch 1 again.</i> |
| <i>Circular (with backtrack)</i> | <i>Scanning proceeds in a circular way, but when switch 1 is pressed, scanning starts moving backwards. For the selection of a key, press switch 1 again.</i> |

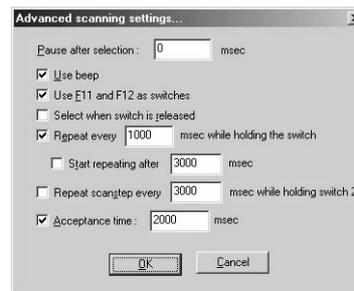
When using line-column, column-line or block scanning, you can set how many times the program should scan the keys in the same line, column or block (i.e. before scanning lines or columns or larger blocks again).

When using one of the backtrack options, remember to indicate how many times the scanning should go backwards and how fast it should go. Mind that the backtrack options can be used with 1 switch scanning only. Backtrack is especially useful when scanning proceeds very quickly at first and then moves backwards slowly.

When using line-column or column-line scanning, you can check the option **Double time on first**. When KeyVit starts scanning separate keys after the selection of a line or column, the scan time for the first key is doubled.

- The **Scanning** tab also includes the **Return to top left after selection** option. This option makes sure that, whenever a key is selected, scanning starts again at the top left corner. This option can be used in combination with all scanning methods, except for the block and block-line-column scanning method.
- Set advanced scanning settings.

The **Advanced scanning settings** dialog box pops up when **Advanced options** in the **Scanning** tab is clicked.

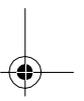
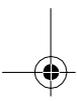
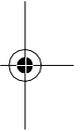


The following table explains the advanced scanning settings and their functions.

| Advanced scanning setting | Function |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Pause after selection: ... msec</i> | <i>After a selection, the specified interval has to elapse before a new selection can be made.</i> |
| <i>Use beep</i> | <i>KeyVit uses a beep every time another element is scanned.</i> |
| <i>Use F11 and F12 as switches</i> | <i>F11 and F12 have the same functions as switch 1 and 2 respectively.</i> |
| <i>Select when switch is released</i> | <i>A key is not selected as the switch is held, but only when it is released.</i> |
| <i>Repeat every ... msec while holding the switch</i> | <i>When switch 1 is used to select a key, and the switch is held, KeyVit automatically repeats the selection after the expiration of the set period of time.</i> |



| Advanced scanning setting | Function |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Start repeating after . . . msec</i> | <i>When the previous option is checked, and the switch is held after a selection, KeyVit will repeat the selection for the first time after the expiration of the set time interval.</i> |
| <i>Repeat scanstep every . . . msec while holding switch 2</i> | <i>When scanning with 2 switches, scanning proceeds every time the set time interval has elapsed on the condition that switch 2 is held.</i> |
| <i>Acceptance time</i> | <i>A key is not selected as the switch is just pressed, but only when it is held for the set time interval.</i> |



Chapter 3:

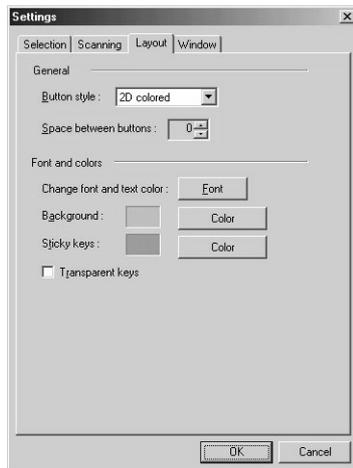
Layout

This chapter shows you how to change the layout of the KeyVit software keyboard.

The Layout tab

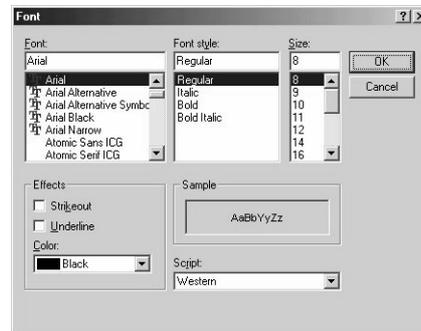
- 1 Choose **Menu > Settings > Layout**.

The **Layout** tab appears.



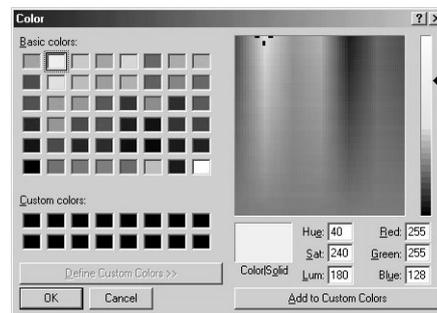
- 2 Change the style of the buttons on the software keyboard to None, 2D colored or 3D colored.
- 3 Adjust the space between the keys on the software keyboard. The space value can be set from 0 to 15. When set at 0, there is no space between the keys. When set at 15, there is plenty of space between the keys.

- 4 The font and the text color of the text on the keys can also be altered. When **Font** in the **Layout** tab is clicked, the **Font** dialog box appears.



In this dialog box, select the font, font style and font size for the key text. In the same **Font** dialog box, change the color of the text on the buttons.

- 5 To alter the background color and the color of the sticky keys, simply click **Background color** or **Sticky key color** (see further on in this chapter) in the **Layout** tab and select a color in the **Color** dialog box that pops up.



If the option **Transparent keys** is enabled, all keys will become transparent and thus have the same color as the background.

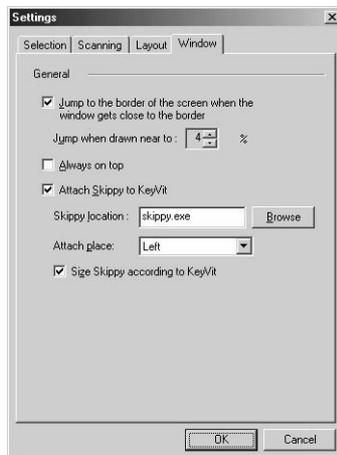
The Sticky key color will be applied to the following keys: Alt, Ctrl, Shift, CapsLock, AltGr, NumLock.

When you select a sticky key, that key is held until another key is selected (in combination with the sticky key) or until that sticky key is selected again.

Alt and Ctrl are “special” sticky keys. When one of these keys is selected, you can select another key to combine it with. After that, the sticky key will return to normal. It may be that you want to combine 2 keys or more with either the Alt or Ctrl key. To do so, click the Alt or Ctrl key twice and then select the other keys. Click Alt or Ctrl again to toggle them off.

The Window tab

The **Window** tab appears when **Menu > Settings > Window** is clicked.



Here, check or uncheck the following options:

- **Jump to the border of the screen when the window gets close to the border**

Checking this option makes the KeyVit window jump to the border of the screen whenever it gets close to it or past it. This option prevents that part of the window becomes invisible. Set a percentage from 0 to 15 with this option. When the distance between the border of the screen and the window becomes less than that percentage, the window automatically jumps to the border of the screen.

- **Always on top**

Checking this option makes sure that the software keyboard is never covered with other windows.

- **Attach Skippy to KeyVit**

When you dispose of the word prediction program Skippy, it can be useful to attach Skippy to KeyVit program. To do so, follow these procedures:

- 1 Check the option **Attach Skippy to KeyVit**. Skippy then automatically starts whenever KeyVit starts, and closes when KeyVit closes.
- 2 Specify the path of Skippy.
- 3 Attach Skippy's prediction window to the left or right of KeyVit if the prediction list is organized vertically. Attach Skippy's prediction window to the top or bottom of KeyVit if the prediction list is organized horizontally. The size of Skippy's prediction window automatically matches the size of the KeyVit software keyboard when you check the option **Size Skippy according to KeyVit**

Mind that, when KeyVit is moved, Skippy also moves. It is like Skippy sticks to KeyVit.

Chapter 4:

The KeyVit keyboards

KeyVit comes with a set of standard keyboards that show you the possibilities of the program. These keyboards can be used immediately or can be a source of inspiration to help you make your own keyboards (see chapter 5).

Available keyboards

Regular keyboards

To type text, the most frequently used keyboards are: Alphabet, Belgian, Dutch, Dvorak, English (uk), English (us), French, German, Italian, Spanish (traditional), Swedish. These keyboards all greatly resemble the layout of a hardware keyboard.



'Numpad' keyboard

There is a special 'Numpad' keyboard which contains all the keys present on a regular hardware numeric pad.



Gewa keyboards

A first group consists of keyboards which can be used in combination with a Gewa remote control unit. With these keyboards, you can send codes to other apparatus (like TV, hifi, telephone, VCR).



All Gewa-keyboards (except for the 'telephone' keyboard), have a version with 'learn' in their filename and a version without 'learn' in their filename. The 'learn' version is used to make the Gewa codes. The other version of the Gewa-keyboards is used to send the infrared codes.

The 'telephone' keyboard does not have a 'learn' version. It is a keyboard that contains standard codes to operate the Gewa-Jupiter telephone and does not need programming.

 For more information, consult your Gewa user manual.

'Main' keyboard for scanning

The standard keyboard to use scanning with is the 'Main' keyboard.

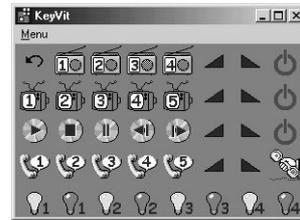


It contains all the letters of the alphabet and other basic keyboard keys like Tab and Enter. It also contains 8 keys to select predictions from Skippy's prediction list (P1 to P8), and two keys that allow you to scroll the list of predictions (<< and >>).

The 'Main' keyboard contains some links to other keyboards:

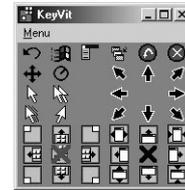
-  This key brings up the 'Extended keys' keyboard. This keyboard consists, among others, of the twelve function keys (F1 to F12), the arrow keys, the Esc-, Hme-, End-, PUp-, PDn-, Ctrl-key, Enter and Space.
-  This key brings up the 'Special characters' keyboard. This keyboard contains a number of more rarely used characters like &, @, #, %, etc. and functions like Home, PUp, PDn, etc.
-  This key brings up the 'Windows control' keyboard. (See further on in this chapter for information on this keyboard.)

 This key brings up the 'Gewa (full)' keyboard. In order to use this keyboard to operate other apparatus, this keyboard should first be programmed through the 'Gewa (full) learn' keyboard.



'Windows control' keyboard

The 'Windows control' keyboard is mostly used with scanning. Some of its keys cannot even be operated with the mouse.



This table presents the keys of the 'Windows control' keyboard and their functions:

| 'Windows control' key | Function |
|-------------------------------------------------------------------------------------|----------------------------------------------------------|
|  | Select this item to bring up the 'Main' keyboard. |
|  | Scroll the items of the Start menu.* |
|  | Scroll the items of the menu of the active application.* |
|  | Scroll the active applications on the taskbar.* |
|  | Reboot Windows. |

| 'Windows control' key | Function |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  | <i>Shut down Windows.</i> |
|  | <i>Start vizier mode (More explanation on the vizier mode in chapter 6 of this user manual).*</i> |
|  | <i>Start radar mode (More explanation on the radar mode in chapter 6 of this user manual).*</i> |
|  | <i>Left-click on the current position of the mouse pointer.*</i> |
|  | <i>Double-click.*</i> |
|  | <i>Drag (hold the left mouse button).*</i> |
|  | <i>Right-click on the current position of the mouse pointer.*</i> |
|  | <i>Move the mouse pointer up and to the left.</i> |
|  | <i>Move the mouse pointer up.</i> |
|  | <i>Move the mouse pointer up and to the right.</i> |
|  | <i>Move the mouse pointer to the left.</i> |
|  | <i>Move the mouse pointer to the right.</i> |
|  | <i>Move the mouse pointer down and to the left.</i> |
|  | <i>Move the mouse pointer down.</i> |
|  | <i>Move the mouse pointer down and to the right.</i> |
|  | <i>Put the KeyVit window in the top left corner of the screen.</i> |

| 'Windows control' key | Function |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|  | <i>Move the KeyVit window up.</i> |
|  | <i>Put the KeyVit window in the top right corner of the screen.</i> |
|  | <i>Move the KeyVit window to the left.</i> |
|  | <i>Close KeyVit.</i> |
|  | <i>Move the KeyVit window to the right.</i> |
|  | <i>Put the KeyVit window in the bottom left corner of the screen.</i> |
|  | <i>Move the KeyVit window down.</i> |
|  | <i>Put the KeyVit window in the bottom right corner of the screen.</i> |
|  | <i>Make the active window wider when it is not maximized.</i> |
|  | <i>Move the window of the active application up.</i> |
|  | <i>Make the active window narrower.</i> |
|  | <i>Move the window of the active application to the left.</i> |
|  | <i>Close the active application.</i> |
|  | <i>Move the window of the active application to the right.</i> |
|  | <i>Make the active window taller.</i> |
|  | <i>Move the window of the active application down.</i> |
|  | <i>Make the active window smaller.</i> |

* The keys indicated with * cannot be selected in the mouse or joystick selection method.

'Mouse control' keyboards

There are also three mouse control keyboards: 'Mouse control', 'Mouse control (small with radar)' and 'Mouse control (small with vizier)'. With the first keyboard, you can activate both the radar and the vizier mode. See chapter 6 for an explanation of the mouse control modes.



One of the last two keyboards can be chosen when you don't want to use both the radar mode and vizier mode. Mind that the mouse control keyboards cannot be operated with a hardware mouse.

The keys of the 'Mouse control' keyboard are also present on the 'Windows control' keyboard. You can find an explanation of their functions in the overview of the 'Windows control' keys.

When you choose the 'Mouse control (small with radar)' or 'Mouse control (small with vizier)' keyboard, you get the radar or vizier mode together in combination with some basic functions of the full 'Mouse control' keyboard.

The dwell keyboard

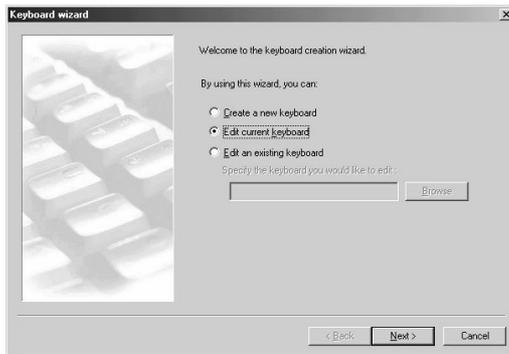
By using the dwell keyboard, dwelling (see chapter 2) can be used outside of the KeyVit keyboard. The keyboard contains four keys that have the following function:

| Dwell key | Function |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <i>If you select this key, and move the mouse pointer outside of the software keyboard, then a left mouse click will be issued after the dwell time. To turn off this key, select the key again or select another key on this dwell keyboard.</i> |
|  | <i>If you select this key, and move the mouse pointer outside of the software keyboard, then a double mouse click will be issued after the dwell time. To turn off this key, select the key again or select another key on this dwell keyboard.</i> |
|  | <i>If you select this key, and move the mouse pointer outside of the software keyboard, then a right mouse click will be issued after the dwell time. To turn off this key, select the key again or select another key on this dwell keyboard.</i> |
|  | <i>If you select this key, and move the mouse pointer outside of the software keyboard, then you will be able to drag after the dwell time. To stop dragging, simply move the mouse pointer to the desired place and wait for the dwell time to expire. To turn off this key, select the key again or select another key on this dwell keyboard.</i> |

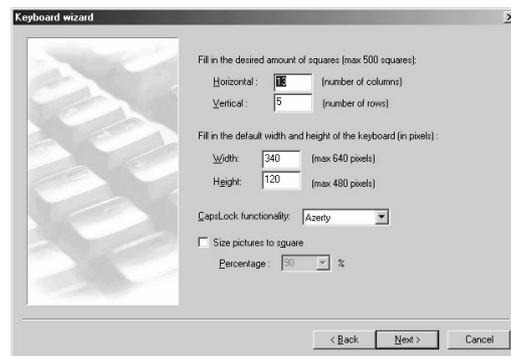
Chapter 5:

Making your own KeyVit keyboard with the keyboard wizard

It is possible for you to alter the organization of an existing KeyVit keyboard or even to make a new, personalized keyboard. To do so, use the keyboard wizard under **Menu > Keyboard wizard**.



can have up to 500 squares! Secondly, fill in the default width (max 640) and height (max 480) of the keyboard in pixels. The default width and height specify the dimensions of the keyboard when it is first loaded on a computer. You can always resize the keyboard yourself once it is loaded. The default settings are limited to 640 and 480 only to make it easier to exchange keyboards between computers.



Creating or editing a keyboard

In the first window, choose whether you want to create a new keyboard or edit an existing one. If you check the latter option, remember to specify the path of the existing keyboard. Then choose **Next** to move on to the next window.



When you decrease the amount of squares in an existing keyboard (by reducing the number of columns, for instance), KeyVit will warn you that some of the information will be lost. If you choose to continue then, some of the squares on the existing keyboard will disappear (together with the adherent information).

Sizing the keyboard

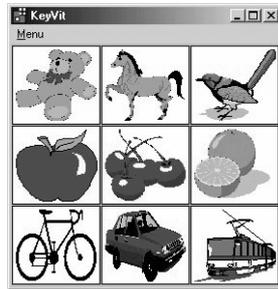
In the next window, you can set the size of the keyboard. First of all, indicate how many columns and rows the keyboard should have. Note that the keyboard

On a software keyboard, CapsLock can be given the Qwerty or the Azerty functionality. In both cases, the key has to be activated by selecting the key itself. In the Qwerty case, however, it has to be deactivated by selecting the CapsLock key again, whereas in the Azerty case, it can only be deactivated by selecting a Shift-key.

When you change the dimensions or size of the keyboard, the **Size pictures to square** option makes sure that the pictures on the keys are adjusted to the new size of the keys. The pictures of the following keyboard are not sized according to the size of the keyboard. The pictures just take their default size:



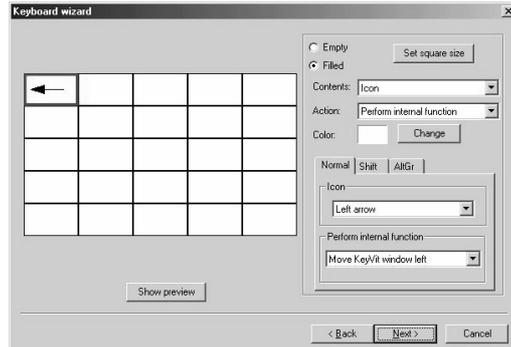
The size of the pictures on the next keyboard, on the other hand, has been adjusted to the size of the keys:



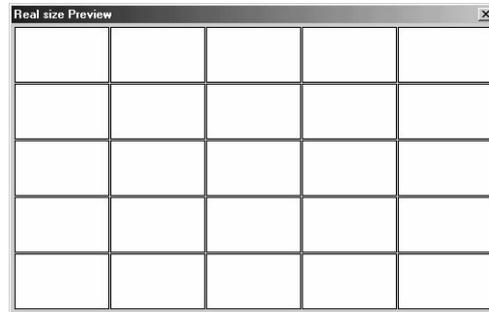
At the bottom of the window, you can also set a percentage that indicates the relation between the size of the picture and the size of the key. When you set the percentage at 90, the picture will take up 90 percent of the surface of the key. Click **Next** to get to the next window.

The squares of the keyboard

In the next window, you see a model of the keyboard.



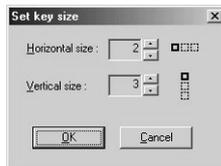
This model is not always the real-size keyboard since it may be too large to fit into the window. To see a preview of the real-size one, click **Show preview** at any time in the process of the making. Click **Hide preview** to hide it again.



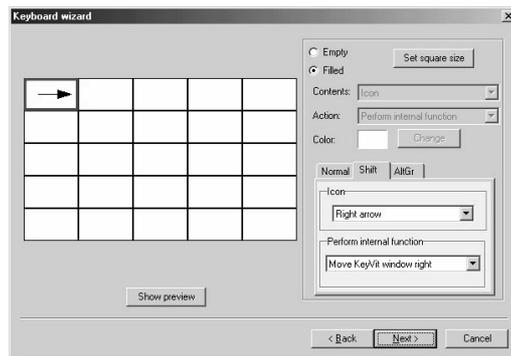
In the window with the model keyboard, you can give each and every square of the keyboard its own content, action and color. Just follow these procedures:

- 1 First of all, click on one of the squares of the model keyboard. It will then be surrounded by a red border. This means that you can now change its content, action and color.

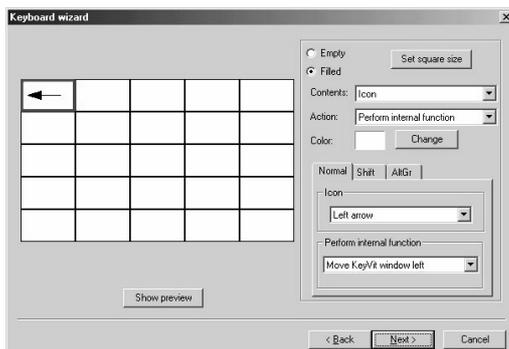
- 2 At the right top of the window, choose whether you want the particular square to be **Empty** or **Filled**. If a square is set as **Empty**, this means the square will not appear on the keyboard.
- 3 The keyboard wizard makes it possible to have an (empty or filled) key cover several squares. A key normally covers only one square, but when you click **Set key size**, you can change a key's horizontal and vertical size. The width of a key can be 2 and its height can be 3, for instance. In total, that key then spans 6 squares. A square can also be sized by clicking it in the wizard and dragging the borders.



Just click Shift or AltGr in the window and perform the same procedure as you did for the key in “normal” condition. Mind that the content of the key in Shift and AltGr condition must be of the same type as the content of the key in “normal” condition (i.e. text, icon or picture respectively).



- 4 The content of a key is the visible part of that key. You can choose to have text, an icon or a picture on it. When you opt for text, you can fill in the piece of text in the blank space under **Text**. When you opt for icon, choose one of the available program-defined icons under **Icon** (see appendix 1). Opting for picture means that, under **Picture**, you can specify the path of any picture (available formats are JPG, GIF, BMP, WMF or EMF) available in your computer. That picture will then appear on the key.

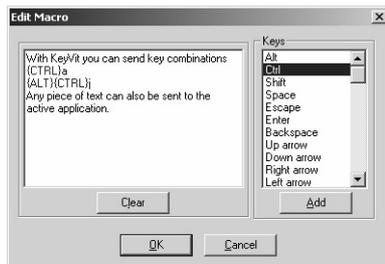


- 5 The action of the key is the action that is performed when the key in question is selected. A key can :

- **Send character or key** to the active application. To send a character, fill it in in the blank space at the bottom of the window. To send a key (like Space or Delete, for instance), pick one from the list of available keys at the bottom of the window.
- **Send text/macro** to the active application. The text can be filled in in the blank space at the bottom of the window. By pressing the button next to the text, a window will appear where you can enter or edit macros. By using macros, you can send key combinations to the active application. Sending the macro `{ALT}fnminfo@tni.be{TAB}{TAB}{TAB}'` to

You can make sure that, when Shift (or CapsLock) or AltGr is pressed, the content of the key changes.

Outlook Express for example will start a new e-mail message, addressed to info@tni.be.



To send a key, you can type it (e.g. to send an ALT key, you should type {ALT}), or you can add it by selecting it from the list. Pressing the Clear button, clears the text in the edit window.

- **Run program** like “C:\WINDOWS\notepad.exe”. Specify the path at the bottom of the window.
- **Open keyboard layout** like “numpad.kdf”. Specify the path at the bottom of the window.
- **Send to com port** like “!s 01 01” for Gowa. Write the command in the blank space at the bottom of the window.
- **Perform internal function** (see appendix 1 for list of possible internal functions). Select one of the internal functions at the bottom of the window.
- **Speak text** with DocReader. Write the text you want DocReader to speak in the blank space at the bottom of the window.

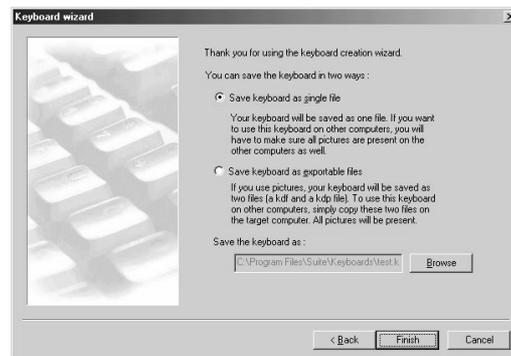
You can make sure that, when Shift (or CapsLock) or AltGr is pressed, the action of the key changes. Just click Shift or AltGr in the window and perform the same procedure as you did with the “normal” key. Mind that the action of the key in Shift and AltGr condition must be of the same type as the action of the key in “normal” condition.

- 6 Every key of the software keyboard can have a different color. If you want to change the color of a key, click on the key, then click **Change** and choose another color in the **Color** dialog box that pops up.



When you right-click a square in the keyboard wizard, you have the possibility to cut, copy, paste and delete a square.

Give every key of the keyboard its own content, action and color. Then click **Next** to move on to the next window. In that window, choose one of the following options:



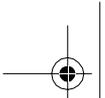
- **Save Keyboard as single file**

Your keyboard will then be saved as one file. If you want to use the same keyboard on another computer, you will have to make sure that all pictures are present on the other computer as well.

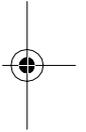
- **Save keyboard as exportable files**

If you use pictures, the keyboard will be saved as two separate files (a kdf and a kdp file). To use the same keyboard on another computer, you simply copy these two files on the target computer. All pictures will then be present.

Remember to specify the file name for the keyboard. Click **Finish**.



To start working with the new keyboard, choose **Menu > Load keyboard** and select it. KeyVit then loads your very own, personalized keyboard. If you edited the current keyboard, KeyVit will automatically reload the keyboard to reflect the changes.



Chapter 6:

Mouse control

First of all, it is important to note that mouse control happens with only one switch. The second switch can perform another function (see further on in this chapter). The Esc-key can be used at any time to stop the mouse control. Note that this will stop the scanning as well.



Mouse control can only be used in combination with the scanning selection method.

Mouse control: vizier, radar, down-right and up-right mode

The vizier, radar, down-right mode and up-right mode can be used to control the mouse. One of these modes can be initiated when there is a key on the keyboard that has an internal function as its action. To make sure that a key performs an internal function, use the keyboard wizard (see chapter 5). See appendix 1 for a list of available internal functions. Mind that, when you use the hardware mouse to click the keys that have a mouse control function, nothing happens.

The “Mouse control” keyboard already includes some keys that have a mouse control function. The vizier and radar mode can be initiated by clicking these items:

| ‘Mouse control’ key | Function |
|-------------------------------------------------------------------------------------|---------------------------|
|  | <i>Start vizier mode.</i> |
|  | <i>Start radar mode.</i> |

The vizier mode

When the vizier mode is selected, several cursors alternately appear. Using switch 1 when one of these cursors is on the screen, results in one of the following actions:



The vizier disappears and KeyVit takes up scanning again.



The mouse pointer moves up/down along the vertical line or to the left/right along the horizontal line. The center of the vizier moves along with it until switch 1 is used to stop this action.



The center of the vizier is now at the point where the mouse pointer has stopped and the cursors start appearing again alternately.



*It is possible for you to add cursors to the original ones. Go to **Menu > Mouse control** and check **Include left click**, **Include double click option**, **Include right click** and/or **Include drag** in the **General** tab. The following cursors will then be included in the vizier options:*

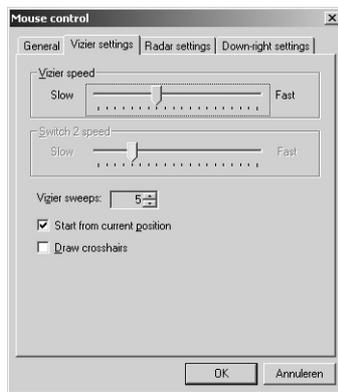


There is also a vizier mode which does not use the cursors. In the keyboard wizard, you can give a key the internal function **Start vizier RIGHT**, for instance. When you select that key through scanning, the mouse pointer starts running down a horizontal line, starting from the middle of the screen and proceeding to the right.

Using the vizier mode allows you to position the mouse pointer anywhere you want to on the screen.

Vizier settings

When you choose **Menu > Mouse control > Vizier settings**, you can use sliders to set the **Vizier speed**. When you have chosen to use switch 2 to change the speed of the mouse pointer (in **General** mouse control settings, see further on in this chapter), also set the **Switch 2 speed** here (the vizier speed after the use of switch 2).



Indicate the number of times you want the mouse pointer to move along the same line next to **Vizier sweeps** before returning to the keyboard

When you start the vizier mode, vizier mode will start at the center of the screen. When you check the option **Start from current position**, the vizier mode will start at the current position of the mouse pointer.

When you enable the option **Draw crosshairs** in the same tab, two lines appear on the screen. One line will be drawn from the left to the right of the screen, the other line will be drawn from the top to the bottom of the screen. These lines serve as a visual clue as to where you want to move the mouse to.

The radar mode



When the radar mode is selected, a radar appears in the middle of the screen. By clicking switch 1, one of the four quadrants of the screen can be chosen. The radar then runs over that part of the screen. When it runs over the point you want the cursor to go to, simply select switch 1. The mouse pointer then starts moving along the radar line. Use switch 1 to stop the mouse pointer at its current position.



*It is possible for you to add cursors to the original ones. Go to the **Menu / Mouse control** tab under **Menu > Settings** and check **Include left click**, **Include double click option**, **Include right click** and/or **Include drag** in the **General** tab. The following cursors will then be included in the radar options:*



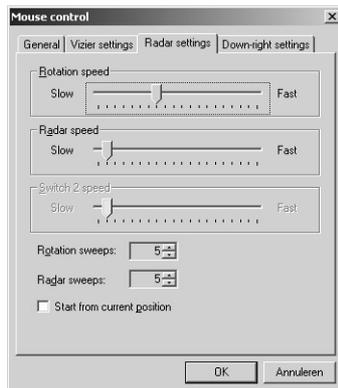
To stop the radar mode, just use switch 1 when the 'Stop'-sign appears. The mouse pointer then rests at the point where the radar has stopped.

There is also a radar mode which does not use the cursors. In the keyboard wizard, you can give a key the internal function **Start radar in quadrant 3**, for instance. When you select that key through scanning, the radar immediately starts in the third quadrant of the screen

Radar settings

When you choose **Menu > Mouse control > Vizier settings**, you can use sliders to set the **Rotation speed** (the speed with which the radar runs over the different parts of the screen), the **Radar speed** (the speed with which the mouse pointer moves along the radar line) and the **Switch 2 speed** (the speed with which the

mouse pointer moves after the use of switch 2). Mind that you can only use the last option when you have chosen to use switch 2 to change the speed of the mouse pointer (in **General** mouse control settings, see further on in this chapter).



Indicate the number of times you want the radar to run over the different parts of the screen next to **Rotation sweeps**. Next to **Radar sweeps**, indicate the number of times you want the mouse pointer to move along the same radar line before returning to the keyboard.

When you start the radar mode, the radar normally appears in the middle of the screen, but when you check the option **Start from current position**, the radar appears at the current position of the mouse pointer.

The down-right and up-right mode

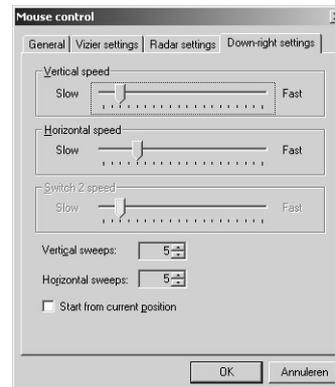
With the keyboard wizard, you can give a key the internal function **Start down-right mode**. This mode is very similar to the vizier mode. When you select that key through scanning, a horizontal line starts running down the screen from top to bottom. To stop the line, use switch 1. The line disappears, but then the mouse pointer starts running from the left side of the screen to the right (along the imaginary horizontal line). Use switch 1 again to stop the mouse pointer at its current position.

When you select a key with the internal function **Start up-right mode**, the same sort of mode starts, but now at the bottom of the screen and proceeding to the top.

Again, you use switch 1 a first time to stop the horizontal line and a second time to stop the mouse pointer running from the left to the right along that (imaginary) horizontal line.

Down-right settings

When you choose **Menu > Mouse control > Down-right settings**, you can use sliders to set the **Vertical speed** (the speed with which the horizontal line runs from the top to the bottom of the screen), the **Horizontal speed** (the speed with which the mouse pointer moves along the (imaginary) horizontal line) and the **Switch 2 speed** (the speed with which the line or mouse pointer move after the use of switch 2). Mind that you can only use the last option when you have chosen to use switch 2 to change the speed of the line or mouse pointer (in **General** mouse control settings, see further on in this chapter).



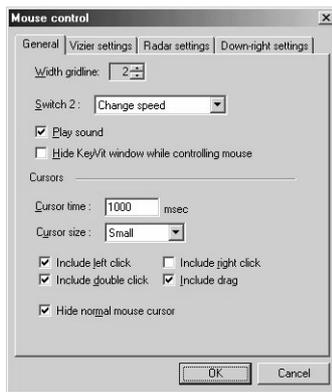
Indicate the number of times you want the line to run down the screen next to **Vertical sweeps**. Next to **horizontal sweeps**, indicate the number of times you want the mouse pointer to move along the same horizontal line before returning to the keyboard.

Check the option **Start from current position** when you want the horizontal line to start at the current position of the mouse pointer instead of at the top of the screen.

The options that you set for the down-right mode also apply to the up-right mode. When you check the option **Start from current position** in the **Down-right settings** tab, and want to use the up-right mode, the horizontal line will not start at the bottom of the screen, but at the current position of the mouse pointer.

General mouse control settings

Choose **Menu > Mouse control > General** to set some general mouse control settings.

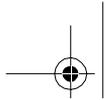


- First of all, you can set the width of the gridline (i.e. the lines that appear on the screen in each of the mouse control modes). Select a value from 1 to 20.

- Secondly, since mouse control happens with switch 1 only, you can give switch 2 one of the following functions when it is used in one of the mouse control modes:

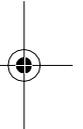
| Switch 2 | Function |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No action | Using switch 2 has no effect at all when it is used in one of the mouse control modes. |
| Left click | Using switch 2 results in a left mouse click at the current position of the mouse pointer. |
| Double click | Using switch 2 results in a double mouse click at the current position of the mouse pointer. |
| Right click | Using switch 2 results in a right mouse click at the current position of the mouse pointer. |
| Change direction | When you use the down-right mode and the horizontal line is running from the top to the bottom of the screen, for instance, you can use switch 2 to have the line run upwards. When the mouse pointer is running down the horizontal line from the left to the right, you can use switch 2 to have it run from the right to the left. This option can be used to reverse the actions in all other mouse control modes as well. |
| Change speed | Switch 2 can be used in mouse control modes to speed up or slow down the movement of the lines or the mouse pointer at any time. Remember to set the switch 2 speed in the vizier, radar or down-right settings tab. |
| Go back to KeyVit | Using switch 2 in a mouse control mode makes sure that KeyVit stops mouse control, goes back to the keyboard and takes up scanning again. |

- With the **Play sound** option, you can make sure that, in any of the mouse control modes, KeyVit plays a sound whenever a line or mouse pointer is moving.



- Checking the option **Hide KeyVit window while controlling mouse** hides the KeyVit window during every mouse control mode.
- There are some special options for the cursors that are used during the vizier and radar modes:

| Cursor options | Function |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Cursor time</i> | <i>This is the time that separates the cursors (which appear alternately in the vizier and radar mode) from each other. If you fill in 5000 msec here, there will be a pause of 5 sec between the appearance of the cursors on the screen.</i> |
| <i>Cursor size</i> | <i>Choose to have small or large cursors here.</i> |
| <i>Include left click</i> | <i>After a movement of the mouse pointer with mouse control, several cursors alternately appear (from which you can select one). When this option is checked, a left click icon is one of these.</i> |
| <i>Include double click</i> | <i>After a movement of the cursor with mouse control, several cursors alternately appear (from which you can select one). When this option is checked, a double click icon is one of these.</i> |
| <i>Include right click</i> | <i>After a movement of the cursor with mouse control, several cursors alternately appear (from which you can select one). When this option is checked, a right click icon is one of these.</i> |
| <i>Include drag</i> | <i>After a movement of the cursor with mouse control, several cursors alternately appear (from which you can select one). When this option is checked, a drag icon is one of these.</i> |
| <i>Hide normal mouse cursor</i> | <i>When you check this option and use one of the mouse control modes, the normal mouse pointer disappears.</i> |



Chapter 7:

Menu control

Unlike mouse control, menu control is not only possible with one switch, but also with two switches. The Esc-key can be used at any time to stop the menu control. Note that this will stop scanning as well.



Menu control can self-evidently only be used in combination with the scanning selection method.

Menu control

The menu control in KeyVit involves four possibilities. With the keyboard wizard, you can attribute to a key one of the following internal menu control functions:

- **Scroll start menu**
- **Scroll active application's menu**
- **Scroll through active applications** (on the taskbar)
- **Scroll application's system menu**

Menu control takes over almost all the scanning settings from **Menu > Settings > Scanning**. There, you can choose between **Scanning with 1 switch** or **Scanning with 2 switches**. That means that the choice you make for scanning, also determines whether you use one or two switches for menu control.

Menu control using one switch

In the **Scanning** tab under **Menu > Settings > Scanning**, choose **Scanning with 1 switch**.

When you select the option **Step automatically every 5000 msec** there, KeyVit automatically scans a new item in the menu when the set time interval has elapsed (after 5 sec in this case). You have to use switch 1 to select a menu item. When you select the option **Select automatically after 5000 msec**, on the other hand, you have to use switch 1 to proceed with the scanning of the menu. KeyVit then automatically selects the menu item that is scanned when the scanning does not proceed before 5 seconds have elapsed.

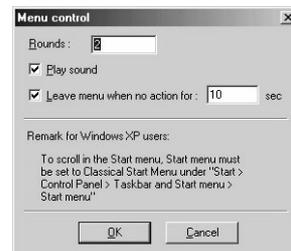
Using switch 2 when you perform menu control with only one switch, immediately stops menu control and takes up the scanning of the software keyboard again.

Menu control using two switches

When you select the option **Scanning with 2 switches** in the **Scanning** tab, you use switch 1 for selection, but you have to use switch 2 to proceed with the menu scanning.

Menu control settings

When you go to **Menu > Menu control**, you can set a number of menu control settings.





First of all, you can limit the number of times that KeyVit has to scroll the same menu. Suppose you fill in 2 next to **Rounds**. When KeyVit has scrolled a menu twice, and you have not selected a menu item, then menu control stops and KeyVit goes back to scanning the keyboard. When you do select a menu item, and KeyVit starts scrolling a submenu, this submenu will also be scrolled twice before KeyVit goes back to the menu on a higher level.

You can also have KeyVit **Play sound** while scrolling menus. The option **Leave menu when no action for ... sec** can especially be useful when using scanning with 2 switches. Then KeyVit automatically leaves the menu when nothing happens during the set time interval.

Some of the settings in the **Advanced scanning settings** tab under **Menu > Settings > Scanning > Advanced options** also apply to menu control:

- **Use F11 and F12 as switches**
- **Select when switch is released**
- **Repeat scanstep every ... msec while holding switch 2**
- **Acceptance time**

The function of these options are explained in chapter 2 of this user manual.



Remark for Windows XP users: To scroll in the Start menu, Start menu must be set to Classical Start Menu under "Start > Control panel > Taskbar and Start menu > Start menu".



Chapter 8:

System menu options

Caption and menu bar

In the system menu that appears when the icon in the caption bar is clicked, the caption bar can be switched off:



If the caption bar is switched off, the menu bar will disappear too:



To reposition the KeyVit window in this case, click 'KeyVit' in the taskbar and use the arrow keys. To close KeyVit, rightclick the KeyVit window and choose **Close**.

The caption bar reappears when you rightclick KeyVit's window border.

In the system menu, also the menu bar can be switched on or off.

Switching off one or both of the bars on top of the window offers some advantages. This first of all prevents the user from altering the program's settings. A second advantage is that the window takes up less screen space.

Appendix 1

Program-defined icons

| Icon |
|------------------------|
| <i>Shift arrow</i> |
| <i>Tab arrows</i> |
| <i>Backspace arrow</i> |
| <i>Enter arrow</i> |
| <i>Windows key</i> |
| <i>Application key</i> |
| <i>Up arrow</i> |
| <i>Down arrow</i> |
| <i>Right arrow</i> |
| <i>Left arrow</i> |
| <i>Space sign</i> |

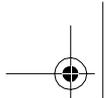
Available keys to send to the active application

| Key |
|--------------------|
| <i>Space</i> |
| <i>Escape</i> |
| <i>Enter</i> |
| <i>Backspace</i> |
| <i>Up arrow</i> |
| <i>Down arrow</i> |
| <i>Right arrow</i> |
| <i>Left arrow</i> |
| <i>Insert</i> |
| <i>Delete</i> |
| <i>Home</i> |

| Key |
|-------------------------------|
| <i>End</i> |
| <i>PageUp</i> |
| <i>PageDown</i> |
| <i>Tab</i> |
| <i>Windows key</i> |
| <i>Applications key</i> |
| <i>Shift</i> |
| <i>Caps</i> |
| <i>Alt</i> |
| <i>Ctrl</i> |
| <i>AltGr</i> |
| <i>F1 ... F12</i> |
| <i>Numpad 0 ... 9</i> |
| <i>Numpad /</i> |
| <i>Numpad *</i> |
| <i>Numpad +</i> |
| <i>Numpad -</i> |
| <i>Numpad enter</i> |
| <i>Numpad .</i> |
| <i>Numpad OFF 0 ... OFF 9</i> |
| <i>Numpad OFF.</i> |
| <i>ScrollLock</i> |
| <i>PrintScreen</i> |

Internal functions

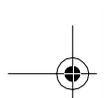
| Internal function |
|---------------------------------|
| <i>Move mouse pointer up</i> |
| <i>Move mouse pointer down</i> |
| <i>Move mouse pointer right</i> |



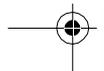
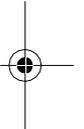
| Internal function |
|-------------------------------------------|
| <i>Move mouse pointer left</i> |
| <i>Move mouse pointer up and right</i> |
| <i>Move mouse pointer down and right</i> |
| <i>Move mouse pointer down and left</i> |
| <i>Move mouse pointer up and left</i> |
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| <i>Start vizier UP</i> |
| <i>Start vizier DOWN</i> |
| <i>Start vizier RIGHT</i> |
| <i>Start vizier LEFT</i> |
| <i>Start radar mode</i> |
| <i>Start radar in quadrant 1</i> |
| <i>Start radar in quadrant 2</i> |
| <i>Start radar in quadrant 3</i> |
| <i>Start radar in quadrant 4</i> |
| <i>Start down-right mode</i> |
| <i>Start up-right mode</i> |
| <i>Leftclick</i> |
| <i>Rightclick</i> |
| <i>DoubleClick</i> |
| <i>Drag</i> |
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| <i>Scroll active application's menu</i> |
| <i>Scroll application's system menu</i> |
| <i>Scroll through active applications</i> |
| <i>Scroll Start menu</i> |

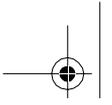
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| <i>Make active window narrower</i> |
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| <i>Move KeyVit left</i> |
| <i>Put KeyVit in top right corner</i> |
| <i>Put KeyVit in bottom right corner</i> |
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| <i>Skippy: Select prediction 7</i> |
| <i>Skippy: Select prediction 8</i> |
| <i>Skippy: Select prediction 9</i> |



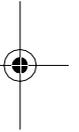


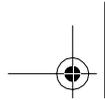
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|-----------------------------------------------|
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KeyVit
User Manual





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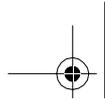
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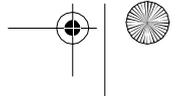
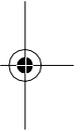
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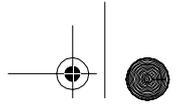
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